



### Position Description

Post Date: March 26, 2020

**Title:** River Training Center Coordinator  
**Classification:** Contractor  
**Wage Category:** \$45,000-55,000  
**Reports To:** Risa Shimoda, RMS Executive Director  
**Location:** Remote

### About River Management Society

The River Management Society (RMS) is a national nonprofit professional organization whose mission is to support professionals who study, protect, and manage North America's rivers. Our roots are in the former Interagency Whitewater Committee (est. 1972), the 1996 merger of the American River Management Society (est. 1988) and River Federation (est. 1985). Dedicated to holistic river management, our diverse membership includes federal, state, and local agency employees, educators, researchers, consultants, organizations and citizens. River Management Society advances the profession of river management by providing a unique variety of forums for sharing information about the appropriate use and management of river resources. One of our primary strategic tenets is to expand an understanding of rivers through networking and the sharing of river recreation, science and management experiences. Learn more at [www.river-management.org](http://www.river-management.org)

Programs we offer include the RMS River Training Center, professional development trainings and mentorship opportunities, the [National Rivers Project](#), the [River Studies & Leadership Certificate](#), and a library of hydropower project summaries. RMS publishes the quarterly *RMS Journal* and keeps in touch with members virtually through its *RMS News Digest* and moderated listserv.

The River Management Society's River Training Center (RTC), established in 2018, supports the effective management and stewardship of North American rivers by providing training for professionals and volunteers who study, protect, and manage them.

**RTC Mission:** To provide timely and effective training materials, programs and opportunities that improve the quality, consistency and capacity of river management.

#### RTC Goals:

- To be a valued contributor to advancing the River Management Society mission.
- River management professionals, their organizations and partners have the knowledge and skills needed to effectively manage river resources.
- A diverse pool of students and transitional professionals are aware of and well prepared for success in careers that support and advance river management.
- The River Training Center brand is recognized and trusted by river managers, administrators and partners for its value in advancing professional river management practice and effectiveness.

Virtual and in-person training workshops on various river-related topics are targeted towards river managers, river advocates and businesses who conduct work projects in or around rivers. The RTC has a special emphasis on Wild and Scenic River management for both agency staff and public participation.

## **Job Summary**

### River Training Center Coordinator – Responsibility Areas

#### I. WSR Training Program Coordination (50%)

Work with federal river partners/clients to:

- Establish RMS capacity/targets for delivering WSR training each year
- Seeks input from federal agencies on anticipated training needs in future years
- Prioritizes Wild and Scenic Rivers-related trainings each year based on collective federal river management agency input
- Organizes WSR in-person management training workshops (3-4) when funding is available
  - Confirm location, lodging (food if appropriate) and logistics
  - Identify instructors and instructor responsibilities
  - Work with federal river partners and instructors to
- Develop program agenda
- Ensure consistent content
- Identify local agency needs or issues that need to be addressed
- Develop outreach materials
  - Manage budget
  - Manage outreach, registration and follow up with attendees

Participate in monthly Interagency Wild and Scenic River Coordinating Council Training Sub-Committee conference calls

#### II. Additional Training Program Coordination (20%)

Work with federal, state and local river professionals/clients to:

- Establishes RMS capacity/targets for additional training
- Prioritized training development and offerings based on input from state and regional river professionals on training needs
- Organizes additional training opportunities, manages outreach and registration, and maintains calendar...

#### III. Develop and maintain online resources (10%)

Work with staff, instructors and volunteers as appropriate to develop and maintain

- RTC Library
  - Organized by content type, delivery method, instructor, other
  - Available by tiers (leaders, instructors, students, public)

- History of course attendance
  - Course feedback
  - Post- course performance or results, where helpful
- Public-facing website/pages
  - RTC background, history, 'reason to attend', testimonials, performance
  - Event list
  - News, invitation to attend programs
- IV. Develop and support instructors (10%)
- Recruit instructors
  - Develop and support the instructor community
  - Receive, review and process invoice payments
- V. River Studies and Leadership Certificate Program Support (5%)
- Serve as the administrative contact with RSLC Advisors
  - Attend Advisor meetings
  - Support RSLC Advisor leadership
  - Maintain MOUs, contacts for participating institutions
  - Maintain file of completed student forms for student who have fulfilled requirements
  - Maintain RSLC website that includes seminal references, current institution information
  - Recruit new schools
- VI. Other (5%)
- Provide support and assist development of program applications, grants, agreements
  - Able to travel from six – eight times per year.
  - Attend annual board meeting (3-day meeting, 2 travel days) – usually held Columbus Day weekend
  - Attend quarterly board calls – invited to monthly Executive Committee calls
  - Participate in weekly staff calls
  - Write RTC Update articles for each RMS Journal
  - Submit travel receipts for reimbursement in a timely manner

## About You

RMS seeks a collaborative individual who views rivers as sources of fun, challenge and exhilaration. If you know the satisfaction of having navigated a rapid successfully with a team of like-minded individuals, we would love to hear from you. If you seek and support excellence for others in your posse and take joy in others' success, we will grow from your capacity to lead. If you are comfortable interacting with a geographically dispersed community and understanding the nuanced

importance of inquiring, nudging, deliberating, disagreeing and celebrating through virtually-platformed relationships, this position may be for you.

### **Desired Experience**

- Non-profit, outdoor industry or resource agency experience
- Event organization
- Training, teaching, group facilitation
- Working remotely and communicate well via electronic media (email, phone, web-based meetings)
- Conducting outreach working with new individuals and groups

### **Desired Skills**

The person interested in this position should be skilled in areas or possess the following:

- Organization – comfortable developing and working to fulfill deliverables defined by plans.
- Comfortable filing, sharing files, documenting activity, analyzing and fulfilling financial commitments
- Proficient in written and verbal communications
- Able to easily switch among tasks and respond to diverse needs or unanticipated requests
- Comfortable working without direct supervision
- Confident using the following programs and systems:
  - Microsoft Word, PowerPoint, Excel
  - Website content management
  - Cloud storage systems such as Dropbox, Google Drive, huddle, OneDrive

### **Appreciated skills include**

- Use of Adobe Creative Suite programs (Acrobat, InDesign, Illustrator, Photoshop, or Illustrator)
- Video editing
- Web conferencing systems such as GotoMeeting, Zoom and/or uberconference