



JOB TITLE: Public Lands Information Center (PLIC) Associate  
DEPARTMENT: Education  
POSITION TYPE: Part Time / Hourly / (Approx. 20 hrs. per week)  
REPORTS TO: Operations Director  
DIRECTLY SUPERVISES: N/A

MISSION: Cottonwood Canyons Foundation (CCF) works to continuously improve the environments of Big and Little Cottonwood Canyons through education and stewardship programs.

The Cottonwood Canyons are a critical and magnificent ecosystem, provide approximately 60% of the drinking water for Salt Lake City, and are a major economic engine for Utah's ski industry. They are also located within one of the most highly-visited portions of national forest in the nation and receive extraordinarily high numbers of visitors and therefore experience high levels of use and recreational pressure.

We see it as extremely important to educate the public who utilize this area for recreation and who rely on it daily for their drinking water, on the canyons' importance and how they can help promote their ecological health. We also aim to provide the community with direct and hands-on ways to give back to this environment through volunteering.

It is our belief that if we all better understand the importance of this area, and if we all take part in helping to improve it, the Cottonwood Canyons will continue to be a healthy environment and watershed and a spectacular place to recreate for generations to come. We're grateful to our partners and community of volunteers for their help in these efforts.

PURPOSE OF POSITION: The PLIC Associate manages a large volume of phone calls, e-mails and in person visitors to the PLIC seeking information about the Uinta Wasatch Cache National Forest. This role is in support of the United States Forest Service (USFS) and CCF. Public information includes: regulations of use while visiting public lands, area closures, restrictions, calendar activities and volunteer opportunities. Multiple agencies, non-profits and businesses provide material to discuss and share. The PLIC Associate promotes non-political messages relating to conservation and stewardship of public lands through responsible recreation.

#### REQUIRED SKILLS AND BACKGROUND:

- ✓ Knowledge of the Cottonwood Canyons area through recreational use required.
- ✓ Extensive knowledge of the Uinta Wasatch Cache National Forest recreational opportunities preferred.
- ✓ Computer skills including Microsoft Office products, e-mail and internet use.
- ✓ Ability to multi task, work in a constantly varied environment, independently and in a team setting.
- ✓ Strong interpersonal and communication skills.
- ✓ Professional and friendly attitude toward visitors to the PLIC.
- ✓ Enthusiasm for working with volunteers.
- ✓ Mature and positive attitude.

- ✓ Professionalism and good communication skills.
- ✓ Must be at least 18 years of age.
- ✓ Ability to work legally in the United States.
- ✓ High School Diploma or GED.
- ✓ Able to pass a background check and drug screening as requested.

WORKING ENVIRONMENT: Work is performed generally indoors but will include some outdoor activities. Outdoor work will be performed during challenging weather conditions, requires physical labor including: hiking and walking. Lifting, bending and reaching will occur both indoors and outdoors.

PHYSICAL REQUIREMENTS:

- ✓ Ability to stay standing or sitting for long periods of time.
- ✓ Ability to lift and carry up to 25 pounds.
- ✓ Ability to lift, bend, stoop, kneel, crouch, push and other mildly strenuous activities.

SCHEDULE:

- ✓ Able to work late April-November, 18+ hours/week, three shifts per week.
- ✓ Some flexibility required with occasional Sunday, holidays or odd hours outside the regular schedule.
- ✓ Overtime will not be permitted unless expressly approved by the Executive Director.

RESPONSIBILITIES:

- ✓ Constant, professional, courteous and positive communications.
- ✓ Search for and share information that is located onsite, within print publications and online.
- ✓ Restocking of informational materials and supplies and requesting more as needed.
- ✓ Assists in the coordination of large volunteer projects throughout the year, including National Trails Day and National Public Lands Day.
- ✓ Occasional program support for events, including the Wasatch Wildflower Festival or Kid's Day at Silver Lake and others as assigned.
- ✓ Tracking of contacts made during shift and logging those contacts.
- ✓ Work closely with volunteers.
- ✓ Represent Cottonwood Canyons Foundation in a positive manner by educating volunteers on basic stewardship ethics.
- ✓ Serves as main point of contact for CCF and its programs.
- ✓ Must be able to articulate CCF's non-political mission and describe education and stewardship programs to the public.
- ✓ Follows safety management plans and practices throughout the year.

ACKNOWLEDGEMENT: This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TO APPLY: Email resume and cover letter to George Grygar at [programs@cottonwoodcanyons.org](mailto:programs@cottonwoodcanyons.org). Position open until filled. Starting wage is \$12 per hour.