



Field Institute Manager

The Field Institute Manager position is responsible day-to-day operations of the Field Institute, leading and managing our programs, supervising staff, and ensuring exceptional visitor experiences within the parks.

FLSA STATUS: Overtime Exempt

Department: Field Institute

EMPLOYMENT TYPE: Full-time/Year-round

Reports to: Field Institute Director

ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership and Supervision:

- Hire, train, supervise, and evaluate Field Institute staff, including naturalists, guides, and hut keepers.
- Ensure all staff actively participate in the SPC safety program and work safely.
- Manage staff program statistics and prepare quarterly reports.
- Design and approve staff work schedules
- Motivate and mentor staff, providing ongoing development opportunities.
- Make recommendations on employee discipline and termination when necessary.
- Fill in for Field Institute Director at leadership meetings as needed

Program Management and Delivery:

- Research, develop, and deliver high-quality interpretive programs and activities related to the natural and cultural history of the parks and surrounding areas.
- Train and mentor staff on diverse program topics such as astronomy, living history, cave ecology, and sequoia biology.
- Assist with the development, scheduling, and supervision of fee-based programs like motor coach tours, cave tours, and private adventures.
- Schedule naturalists to deliver daily programs, manage park maintenance tasks at the Crystal Cave site, and ensure smooth program operations.
- Work collaboratively with NPS, SPC, and park partners to optimize communication, resource protection, and visitor experiences.

Crystal Cave Operations (May-Nov)

- Manage daily operations at the Crystal Cave, including ticketing, selling merchandise and memberships, and ensuring accurate financial closing procedures.
- Conduct regular Crystal Cave safety inspections
- Implement and direct cave standard operating procedures for emergencies.
- Oversee the Crystal Cave infrastructure in collaboration with NPS.

Pear Lake Winter Hut (Dec-Apr)

- Inventory and resupply the hut for winter operations
- Hire, train, and remotely supervise Pear Lake hut keepers
- Communicate with hut guests for reservations, safety, and winter storm events

OTHER DUTIES

- Maintain SPC vehicles assigned for use by Field Institute employees through daily inspections, weekly cleanings, and scheduled maintenance.
- Continuously expand your knowledge of the parks' natural and cultural history, including astronomy and cave formations.
- Assist with administrative duties as requested by the SPC office.
- Provide tours and programs when needed, including cave tours, astronomy programs, and custom adventures.
- Assist with special events like Dark Sky Festival and Christmas Bird Count.
- Manage program supplies and equipment.
- Collaborate with other departments to ensure program flyers are up-to-date and distributed effectively.

REQUIREMENTS

- First aid, CPR, and AED certifications are preferred, and WFA, WFR, or EMT certification is a plus.
- Willingness to work weekends, evenings, and holidays as needed.
- Ability to stand on feet up to eight hours per day and ability to walk several miles per day on trails.
- Strong experience in teaching, guiding, and resource interpretation.
- Ability to lift and carry boxes weighing up to 40 pounds.
- Ability to load, move and unload a fully loaded hand truck 250 yards.
- In-depth knowledge of the Sequoia and Kings Canyon National Parks, including their natural history, cave formations, and cultural significance.
- Excellent communication and public speaking skills to engage diverse audiences.
- Exceptional customer service skills and a passion for providing exceptional visitor experiences.
- Experience operating a cash register, managing inventory, and using Microsoft Office and Google Suite.
- Ability to build and maintain positive relationships with partner agencies.
- Strong supervisory and organizational skills with the ability to lead and motivate a team.
- Ability to work independently, manage multiple tasks effectively, and thrive in a physically demanding environment.
- Valid driver's license with a clean driving record.
- Strong commitment to safety and a willingness to comply with all park regulations and safety protocols.

SUPERVISORY RESPONSIBILITIES

Field Institute staff including Naturalists, Guides, and Pear Lake Hut Keepers

PHYSICAL DEMANDS

This position is physically demanding. Employees are required to be able to walk a half mile up a steep grade on an uneven surface in twenty minutes, multiple times per day under air conditions that may range from moderate to unhealthy and temperatures up to 100 degrees. Employees must also be able to carry a loaded daypack on the cave trail and move heavy inventory.

WORK ENVIRONMENT

Combined office and outdoor settings including maintained trails, cross country routes, and buildings in Sequoia and Kings Canyon National Parks and USACE Lake Kaweah, Crystal Cave, in both favorable and inclement weather, varying air quality, and potential high temperatures. The work environment includes working and driving in early morning, daytime, evening and nighttime conditions.

Working in the parks exposes employees to unpredictable and potentially dangerous situations. Examples are rock fall, radon exposure in Crystal Cave, lightning, working at night, wildlife encounters (bees/wasps, black bears, etc.)

TOOLS/EQUIPMENT USED

Hand truck, ten key calculators, NPS phone system, computer and tablets with Microsoft, and Google products. Employee may also drive a company vehicle (if authorized). Employees may be required to drive personal vehicles for official business

GUIDELINES FOLLOWED

National Park Service regulations, SPC Employee Handbook, SPC Safety Program and other handbooks and manuals as instructed.

EQUAL OPPORTUNITY EMPLOYER

SEQUOIA PARKS CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER Sequoia Parks Conservancy is an equal opportunity employer. We do not discriminate against any applicant based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status.