

## Water Trail Stewards Manager Job Description

**Sound Rivers Mission:** To monitor and protect the Neuse and Tar-Pamlico River watersheds covering nearly one quarter of North Carolina, and to preserve the health and beauty of the river basin through environmental justice.

**Position Overview:** The Water Trail Stewards Manager is responsible for communicating with prospective and current stewards; reviewing potential stewards; and overseeing Sound Rivers' Water Trail Steward program. This is a volunteer position. The manager reports directly to Matt Butler, Environmental Projects Manager.

**Time Requirement:** The position requires approximately 15 hours per week.

### Specific Responsibilities:

- Serve as the first point of contact for all stewards, particularly during recruitment and new construction periods
- Maintain Sound Rivers' Steward job description, updating it periodically
- Identify outlets to post steward opportunities, including online; perform outreach to potential stewards
- Aid in maintenance of platforms when necessary
- Obtain monthly reports from platform stewards and compile platform reports for staff
- Coordinate stewards on material delivery and construction assistance on new platform construction
- Track steward hours contributed to the water trail and formulate reports as requested

### Qualifications:

- Strong written and verbal communication skills
- Experience with general woodworking and maintenance tasks
- Ability to paddle or use a motorized boat
- Valid Driver's License
- Ability to work outside in wooded areas
- Ability to manage and coach peers
- Strong organizational and multi-tasking skills
- Commitment to Sound Rivers' mission

### Personal Development Benefits:

- Supervisory Experience
- Project Management
- Socialization
- Time spent outdoors

**Questions?** Contact Matt Butler at [matt@soundrivers.org](mailto:matt@soundrivers.org) or 252-946-7211