

About Us



Welcome to the Town of Mammoth Lakes Career Portal! Thank you for your interest in employment with us. We know our employees are our most valuable assets, which is why we strive to attract and retain the best talent.

Apply for an open position online by clicking the "Apply Now" link. If this is your first time applying online, you must create an account and select a username and password. After your account is established, you may begin completing your application. This application may be saved and used to apply for more than one job opening. We only accept applications for positions that are currently open and advertised.

Join our team and become a part of the changing face of local government in Mammoth Lakes!

Job Detail

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Eastern Sierra Sustainable Recreation Coordinator

Closes On: July 31, 2018 at 11:59 PM PST

Apply Now

Location: Multiple Sites, Mammoth Lakes, CA 93546

Department: Mammoth Lakes Recreation (MLR)

Job Status: Full-Time

Rate of Pay: \$68,000 - \$83,300

Position Type: Regular

Status: Open

The Position

In partnership with the Town of Mammoth Lakes and Mono County, Mammoth Lakes Recreation is looking for an *Eastern Sierra Sustainable Recreation Coordinator* to join a growing team of recreation professionals in our local community. If you're passionate about the development and maintenance of sustainable recreation in the Eastern Sierra, apply now!

[View the recruitment flyer here!](#)

The Community

Based in Mammoth Lakes, California, the position will work in a variety of locations in the surrounding area. Mammoth Lakes is a year-round resort community located in the southwestern region of Mono County along the Eastern Sierra mountain range. The town is surrounded by over two million acres of forest and is bordered by the Ansel Adams and John Muir wilderness areas adjacent to Yosemite National Park. We have a year-round resident population of approximately 8,000, which increases to over 40,000 during peak seasons. Mammoth Lakes and the surrounding Mono County area offers a fantastic lifestyle and abundant recreational opportunities such as skiing, snowboarding, mountain biking, fishing, hunting, camping, rock climbing, and so much more!

Visit the [Mono County](#), [Town of Mammoth Lakes](#), and [Visit Mammoth](#) websites to learn more about the area.

Mammoth Lakes Recreation

As a Mammoth Lakes Recreation employee, you will be part of an organization that strives to deliver cutting edge sustainable recreation, mobility, and arts and culture opportunities and infrastructure for the benefit of the community and natural environment. [Click here](#) to learn more about Mammoth Lakes Recreation.

The Ideal Candidate

We are looking for someone who is passionate about recreation in the Eastern Sierra and who wants to have a significant impact on the sustainability of our local resources. The ideal candidate will have a demonstrated background in recreational infrastructure projects and programs, be self-driven, flexible, have exemplary interpersonal skills, and be motivated to make a difference!

Job Definition

To coordinate engagement efforts between Mammoth Lakes Recreation, the Town of Mammoth Lakes, Mono County, and Federal Land Management Agencies (Inyo National Forest, Humboldt-Toiyabe National Forest, and Bureau of Land Management), and other agencies on short, medium, and long-term planning and implementation efforts involving public lands. To facilitate, expedite, and enable efficient and productive working relationships between federal, state, county, municipal, and other non-agency partners.



Prop 68

The State of California is generating significant funding opportunities through Prop 68, passed by voters on June 5, and the California Water Bond, which will be on the ballot in November, 2018, for potential allocation to projects within the scope of the Eastern Sierra Recreation Partnership. Applicants should have a demonstrated ability to engage with and draft grant applications in the State of California, with a focus on projects that may take place on federal public lands. Visit the [Sierra Nevada Conservancy website](#) for more information.



Supervision Received and Exercised

Position reports directly to and receives general supervision from the Mammoth Lakes Recreation Executive Director. Will receive specific work assignments from the Mono County Administrative Officer, or designee, and the Town of Mammoth Lakes Town Manager, or designee.

Essential Duties and Responsibilities

Duties include, but are not limited to:

Work with MLR, Town, County, USFS, and BLM staff, and elected officials (as appropriate) to identify areas of need related to land management and recreation.

Coordinate inter-agency land management and recreation programs and projects with consideration for multiple agencies and partner's needs; identify and process agreements necessary for the coordination of such projects and programs.

Facilitate the application, issuance, renewal, and updating of agreements, contracts, and special use permits including but not limited to, infrastructure permits; road permits; multi-use pathway permits; film and media permits; and other related infrastructure permits.

Represent MLR, the Town of Mammoth Lakes, Mono County, USFS, and other partners at various public events and meetings related to trails and recreation; facilitate public outreach efforts; make public presentations as necessary.

Participate in detailed trail planning, design, and construction.

Assist with the management of third party environmental analysis where appropriate.

Identify and pursue funding opportunities on behalf of all partners.

Develop, coordinate, and facilitate the implementation of recreational priorities and long-term regional recreation strategies and initiatives for Mono County.

Organize available labor resources such as volunteers and inmate workforces to assist with identified recreational priorities.

Identify and pursue grant opportunities for related projects and programs.

Compile existing work from Mono County's Community Development Department on wayfinding; coordinate

and contribute to the regional wayfinding system.

Coordinate available recreation activities, facility conditions, and projects with the marketing efforts of the Mono County Economic Development Department.

Develop relevant interpretive materials and programs.

[Click here for a complete position description.](#)

Knowledge, Skills and Abilities

Experience -

Three years of increasingly responsible experience in the facilitation and implementation of recreational infrastructure projects and programs is required. Experience working with federal agencies in the development and management of land-use permits is preferable.

Education -

A Bachelor's degree from an accredited college or university with major coursework in Planning, Geography, Land-Use Management, or a related field is required.

Licenses -

Must have (or receive within the state require time frame) a valid State of California Class C Driver's License with an acceptable driving record. Must be able to pass an appropriate background check prior to the hire date.

Benefits

Benefits offered by Mammoth Lakes Recreation include:

- Monthly stipend for health insurance for employee for a gold or platinum level PPO (capped at \$1,000)
- Vacation leave starting at 10 days per year
- Sick leave of 5 days per year
- 8 paid holidays per year
- Retirement plan with up to a 6% match of annual salary after 6 months of employment

Application Special Instructions

Applications will be accepted via the online career portal only. Resumes sent via any other means will not be accepted. An application screening committee will select applicants whose education, experience, and training most closely match the requirements of the position. Successful candidates will be contacted as necessary and all candidates will be notified of their status throughout the process.

Any inquiries as to the process or applicant status should be directed to Cassandra Mance, Town of Mammoth Lakes Human Resources Manager at cmance@townofmammothlakes.ca.gov or on (760) 965 3604.

