



# Open Space Aide (Part Time)

Applications Due: May 12, 2025 at 5:00 PM

Posted on 4/16/2025

Apply Here: <https://bit.ly/4iD9yMV>

The Santa Clara Valley Open Space Authority seeks an enthusiastic Open Space Aides for 28 hours per week. As part of the Field Operations department, this position will provide essential services in closing preserves for daily public access to nature.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

## The Ideal Candidate

You are looking to begin your career in open space and land conservation by gaining hands on experience while working for a mission driven agency. The first aspect of the responsibilities is the parking lot duty station, to be stationed in the preserve engaging members of the public. The second aspect is the trail patrol duty station, to hike preserve trails and engage with visitors and monitor trails for hazards or maintenance items.

Open Space Aides perform a daily checklist of preserve opening or closing duties, in addition to completing maintenance tasks, and providing assistance to Open Space Technicians on special projects. Hands on training will be provided in the safe and proper use of hand tools, small power tools, principles of open space maintenance and visitor services. You will engage members of the public by communicating the mission, vision and goals of the Authority, answering basic questions and interacting with the visitors and neighbors in a friendly, knowledgeable, and helpful manner.

The Open Space Authority provides a fun and challenging position, a team of highly committed individuals, and a rewarding working environment. Persons in this position may be required to work alone, work early mornings and nights, in the dark and all weekends. This position requires the willingness and ability to work outdoors in rugged terrain, walk over rough, hilly, uneven or unpaved ground and with exposure to natural elements. We offer an excellent opportunity to make a difference and work with a mission driven workforce.

## Shift Details

The Open Space Aide shifts are part time at twenty-eight (28) hours per week. This position will have closing shifts with a work week that includes weekdays and weekends, exact hours will vary throughout the year, based on seasonal changes and sunset times. Sample shifts could be:

- Sunday, Monday, Tuesday Closes (8-hour shifts) + Wednesday Close (4-hour shift)
- Sunday, Monday Closes (8-hour shifts) + Tuesday Wednesday Close (6-hour shifts)
- Wednesday, Thursday Closes (6-hour shifts) + Friday, Saturday Closes (8-hour shifts)

## Qualifications

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade

- Interest in building a career path in land management, parks, and conservation
- Possession of a valid California Driver's License and a clean driving record
- Ability to work in situations that may include minimal light (e.g. sunset), weather extremes, hiking on and off trails
- Ability to lift and carry materials and objects weighing up to 60 pounds

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if your experience is non-typical or if you are not sure you meet every one of the qualifications described.

### Compensation & Benefits

The salary range for this part-time, non-exempt positions starts at \$30.81 hourly, depending on experience and qualifications. This position is eligible to participate in CalPERS retirement programs. Benefits include eleven paid holidays and three days of paid personal leave is provided in addition to paid sick leave in accordance with California requirements.

### Application and Selection

All application materials must be received prior to May 12, 2025, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are tentatively set for May 28, 2025.

Go here to apply for the job: <https://bit.ly/4iD9yMV>

### Workplace Culture Santa Clara Valley Open Space Authority

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

*The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.*