



## SWFC Recreation Committee Facilitator internship

Credit Load per Term: 2-4 Depending on Work desired

Duration: 2 terms +

Location: Can be mostly remote, some in-person work in Oakridge, Oregon required

Description:

The [Southern Willamette Forest Collaborative](#) (SWFC), based in Oakridge, Oregon, is seeking a graduate intern for at least two terms starting in Winter 2024 and beyond. The intern will be responsible for facilitating the SWFC Recreation Committee, with support from SWFC staff. The Committee's mission is to, "Cooperatively promote recreation activities and management solutions that support the economy and environment for the southern Willamette forest area and nearby communities." This committee provides auxiliary input to Forest Service rec staff on the Middle Fork Ranger District (MFRD). This position is unpaid but will provide professional facilitation experience.

[SWFC Recreation Committee](#): In 2020, the SWFC worked with the University of Oregon Public Policy and Planning program, Lane County and the Forest Service to host a Community Recreation Strategy process to identify the community's vision for recreation and the recreation economy. The UO project report recommended the SWFC continue the momentum gained through this process by hosting a SWFC recreation committee. The SWFC facilitates monthly meetings to coordinate partners and the public to identify projects and funding that benefit the community and the forest.

SWFC project manager Dustin Rymph will supervise the intern and be the day-to-day contact, with internship oversight provided by executive director Sarah Altemus-Pope. Rec Committee meetings currently take place on the fourth Wednesday of each month from 2:00-3:15pm. The meetings are hybrid, but occasional in-person attendance will be expected from the facilitator. Staff meetings will take place weekly. Communication with the organization can be flexible, but use of Google Suite is required. Supervisors will also be available by phone during business hours.

Current Focus Areas:

- Development of important connector trails for the Eugene to Crest trail such as the local Old Mill Park trails, Trestle Bridge and Salt Creek Canal Trail
- Facilitate public input on the restoration of the North Waldo campground and other recreation areas affected by the Cedar Creek Fire
- Updating the Oakridge-Westfir Community Trails Plan
- Assisting with Pre and Post Season reviews with Outfitters, Guides, and the Forest Service

Essential Duties:

- Familiarization with the basics of the Recreation Economy on the Middle Fork Ranger District

- Assist Facilitation and note taking on meetings until comfortable facilitating solo
- Once the intern has become primary facilitator, they will be responsible for all preparation necessary for meetings, including creating a draft agenda and consulting with Committee members on items
- Actively facilitate Recreation Committee meetings from then until end of internship
- Set up for hybrid meetings at the Office

Other Possible Tasks:

- Organize field trips, in conjunction with FS staff, to tour and discuss important issues
- Update the list of recreation grants, and help partners to apply for them if appropriate

Required skills and tools:

- The intern will use their own computer, and must have internet access
- The intern must secure their own transportation to Oakridge, but a bus and rideshares are available
- The intern should be trained in facilitating both virtual and in-person meetings
- The intern must know how to effectively schedule calendar items with large groups

Meetings:

- Weekly staff meetings - Currently Mondays at 11am
- Monthly Recreation Committee meetings - Fourth Wednesday at 2pm, Hybrid
- Other SWFC committee meetings may be important to attend
- Potential need to speak at City Council or planning meetings

More information about the SWFC can be found [here](#).

Please send a resume and cover letter or project example highlighting your experience with facilitation and recreation. Email Dustin Rymph at [staff@swfcollaborative.org](mailto:staff@swfcollaborative.org), or call 541-782-3422 for more details.