

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007



## Grand Traverse Regional Land Conservancy Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Stewardship Technician; Crew Member  
**PRIMARY SERVICE LOCATION:** Traverse City, Michigan  
**RESPONSIBLE TO:** Jacob Bournay, Preserve Steward

The goal of the Grand Traverse Regional Land Conservancy (GTRLC) is to protect significant natural, scenic and farm lands, and to advance stewardship, now and for all future generations. In support of this goal, the Stewardship Technician will play an integral role on the GTRLC's stewardship team implementing aspects of numerous restoration projects, controlling invasive species across our five county service area, and improving nature preserve infrastructure including trail maintenance and design. AmeriCorps members may also create and manage a variety of new conservation projects including photo point monitoring, GIS data management and others. As such, the ability to work well both in a team, and independently is crucial. We will ensure the Huron Pines AmeriCorps member receives a well-rounded term of service gaining experience in nearly all aspects of nature preserve management, and an extensive introduction to non-profit land trust organizations. All crew members will have the opportunity to job shadow different departments within the organization and will share in spreading GTRLC's mission at public hikes and events.

**SCOPE AND PURPOSE OF SERVICE:** The Stewardship Technician crew member will improve the ecology and sustainability of the GTRLC's nature preserves and their partner organization's natural lands through on the ground work, and volunteer management. From collaborating on botanical surveys, to implementing various control techniques for invasive species, the Stewardship Technician will spend the majority of their time, in the field, on GTRLC's nature preserves. Another component of this position is the improvement of the GTRLC's infrastructure including sustainable trails, signs, boardwalks, parking lots and more. Any given work day may be extremely physically challenging.

### **POSITION DUTIES AND RESPONSIBILITIES:**

#### Habitat Restoration

- Scout various habitats for target invasive species including coastal dunes, marshes, upland forests and more
- Implement control methods for target invasive species including mechanical and various chemical methods (cut stump, basal bark, foliar etc.)
- Work with other staff and volunteers to remove invasive vegetation during scheduled volunteer work days on nature preserves
- Track restoration progress throughout the field season using aerial/topographic maps, GPS, GIS, flagging and digital photography
- Volunteer cultivation, outreach and engagement
- Complete vegetation monitoring plots for several habitat restoration projects

---

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/ameri-corps](http://huronpines.org/ameri-corps) | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007



- Complete the pesticide applicator license certification
- Implement a photo monitoring program
- Flora/fauna inventories
- Participate in various citizen science initiatives

## Infrastructure Improvement

- Complete chainsaw safety certification
- Participate in trail maintenance work days which may require chainsaw operation
- Install preserve infrastructure including signs, gates, boardwalks and kiosks
- Build hiking, biking, or multi-use trail using IMBA standards for sustainable trails
- Maintain trails for encroaching vegetation, overhanging trees, ruts, erosion or other trail issues
- Cultivate, engage and maintain volunteer trail stewards
- Engage with trail users to determine use patterns, and impact of various trail systems

**PROGRAM REQUIREMENTS:** Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms

- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit 4 “Great Stories”
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

## QUALIFICATIONS:

- ✓ Bachelor’s Degree
- ✓ Computer efficiency (typing, email, word processing, excel)
- ✓ Ability to pass a background check\*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Northeast Michigan

## Preferred Qualifications

- Experience with GIS
- Experience with handheld GPS devices
- Experience working with volunteers
- Field experience and familiarity with Michigan flora and fauna
- Excellent verbal and written communication

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 40 hour per week position and runs from January 14-

---

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/amicorps](http://huronpines.org/amicorps) | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007



November 15, 2019. Benefits include \$13,732 living stipend, health insurance, \$6,095 education award and student loan deferment.

Applications and directions are available at [www.huronpines.org/amicorps](http://www.huronpines.org/amicorps) and will be accepted until September 28, 2018.

**Reasonable accommodations:** If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Sarah Topp, AmeriCorps Coordinator at (989) 448-2293 x30 or [sarah@huronpines.org](mailto:sarah@huronpines.org).

\*Registered sex offenders are not eligible for AmeriCorps positions.

---

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/amicorps](http://huronpines.org/amicorps) | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.