

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Leelanau Conservancy Huron Pines AmeriCorps Position Description

POSITION TITLE: Stewardship Technician
PRIMARY SERVICE LOCATION: Leland, Michigan
RESPONSIBLE TO: Becky Hill, Natural Areas and Preserves Manager

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 30 years, our mission has been to conserve the land, water and scenic character of Leelanau County in Northwest Lower Michigan. We have protected approximately over 9,300 acres through private conservation easements, and 2,900 acres of natural areas, preserves, and forest reserves which are open to the public.

Through the Huron Pines AmeriCorps program, the Leelanau Conservancy is offering an opportunity for two full time members to increase the efficiency, visibility and awareness of our stewardship work. The Stewardship Technicians will serve as an integral role of the Stewardship team planning and implementing invasive species monitoring and control work, restoration projects, and trail maintenance and construction on our 26 natural areas, preserves, and forest reserves. AmeriCorps members will coordinate volunteers from multiple programs including volunteer Stewardship interns, trail stewards, workbees, and citizen science monitoring. The Stewardship Technician may also create and manage a variety of new conservation projects including developing a Natural Area Steward program, planning and implementing a trail/road closure and restoration project, GIS data management, and others.

Our ideal candidates will have a strong natural resources background, knowledge of invasive species identification and/or management techniques, and be comfortable working collaboratively with people. We are seeking individuals who are organized, detail oriented, have excellent communication skills, and have the ability to inspire and lead the team to successful completion of projects. The Stewardship Technician should be able to prioritize and manage multiple projects simultaneously and have the ability to work independently. The member may be required to complete tasks alone in the field in a variety of adverse weather and terrain conditions. Preference will be given to candidates with ArcGIS experience, excellent written and verbal communication skills and hands on experience with on-the-ground conservation projects.

SCOPE AND PURPOSE OF SERVICE: The Stewardship Technician will be involved in a diverse set of projects to improve the ecology and sustainability of our 26 natural areas. AmeriCorps members will gain extensive experience in nearly all aspects of natural area management, including implementing on-the-ground invasive plant control and restoration projects, field data collection, botanical surveys, and improving our infrastructure including signs, boardwalks, and sustainable trails. Invasive plant control methods will include manual removal by hand and tools as well as application of herbicide and use of propane torches.

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/ameriCorps | (989) 448-2293

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The Stewardship Technician will coordinate our citizen science invasive species monitoring program and develop strategies to increase community participation and awareness. The member will develop a Natural Area Steward program, which will build off of our current Trail Steward program. This will involve recruiting, training, and working with volunteers to become Natural Area Stewards to help with invasive plant monitoring and treatment, tool usage, and monitoring for pest and diseases such as hemlock woolly adelgid. In addition, the members will participate in outreach activities including leading conservation and restoration events with our over 300+ volunteer base and working to expand that program.

Some experience dealing with the public and conducting scientific surveys is preferred. Onsite training will also be provided. The member will design and develop outreach materials and use GIS technology to create maps. The majority of the work will be in our service area of Leelanau County with some minor travel to meetings and workshops. Most travel will be day travel around the County and strenuous physical activity will be required.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Invasive Plant and Habitat Restoration

- Plan, coordinate, and implement invasive species monitoring and control program throughout our 26 properties on nearly 3,000 acres
- Manage the day-to-day activities of up to two/three volunteer Stewardship interns under direction and with the support of the Natural Areas and Preserves Manager
- Conduct on-the-ground restoration projects
- Plan and implement trail closure and restoration of old logging roads at Palmer Woods Forest Reserve
- Collect field data including GPS points and detailed records of stewardship activities and report into database
- Engage in proper use and maintenance of stewardship tools and equipment, including vehicles, herbicide equipment, hand tools, power tools, GPS units and iPad tablets
- Participate in training and safety workshops and Stewardship staff meetings

Program: Education and Outreach

- Coordinate citizen science invasive species monitoring program
- Develop informational and interpretive materials on our protected land
- Train volunteers and coordinate workbees for our stewardship program
- Coordinate, support and report on volunteer activities and events
- Lead school groups on hikes and educational workbees to help students learn new skills on our natural areas and preserves

Program: Program Development and Mapping

- Develop a Natural Area Steward program and recruit, train and work with volunteers to grow this program

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- Create stewardship materials relating to our natural areas and preserves including developing trail signage, updating maps and information on our kiosks
- Create maps using ArcGIS for invasive plant and restoration work
- Develop and update digital stewardship materials such as creating organizational maps and templates, upgrade GIS files to geodatabases and incorporate data into database

Program: Conducting monitoring programs

- Survey areas of hemlock trees in natural areas to assist with state-wide initiative for hemlock wooly adelgid rapid monitoring inventory
- Conduct water quality monitoring including stream sampling and data entry
- Participate in migratory bird survey including mist netting and banding
- Survey natural areas and private conservation easements in compliance with Land Trust Alliance standards

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
- ✓ ArcGIS experience preferred
- ✓ Has, or willingness to obtain a Commercial Pesticide Applicator’s license

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-November 15, 2019. Benefits include \$13,732 living stipend, health insurance, \$5,730 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until September 28, 2018.

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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.

*Registered sex offenders are not eligible for AmeriCorps positions.

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