

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007

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## Leelanau Conservancy Huron Pines AmeriCorps Position Description

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

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 31 years, our mission has been to conserve the land, water and scenic character of Leelanau County in Northwest Lower Michigan. We have protected approximately 9,700 acres through private conservation easements, and 3,000 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 a full-time member to support increasing the efficiency, visibility and awareness of our stewardship work. The Stewardship Technician 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. The AmeriCorps member 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 conservation projects including trail restoration and rerouting, lake and stream sampling for our water quality program, monitoring select streams for macroinvertebrate species, GIS data management, and others.

Our ideal candidate will have a strong natural resources background, knowledge of invasive species identification and/or management techniques, and be comfortable serving collaboratively with people. We are seeking an individual who is organized, detail oriented, has excellent communication skills, and has 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 serve 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. The AmeriCorps member 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.

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

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The Stewardship Technician will support our volunteer coordination efforts to increase community stewardship of Conservancy Natural Areas, particularly by recruiting new volunteers and organizing volunteer workbees. This position will develop strategies to improve community participation and awareness in our stewardship opportunities. In addition, the member will participate in outreach activities including leading conservation and restoration events with our 300+ volunteer base and working to expand that program.

Some experience dealing with the public and conducting scientific surveys is preferred. On-site 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 over 3,000 acres
- Manage the day-to-day activities of up to two Stewardship interns under direction and with the support of the Director of Natural Areas and Preserves
- Conduct on-the-ground restoration projects
- Collect field data including GPS points and detailed records of stewardship activities and report into database
- Create maps using ArcGIS for invasive plant and restoration work
- 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

- 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
- Develop informational and interpretive materials on our protected land
- Create stewardship materials relating to our natural areas and preserves including developing trail signage, updating maps and information on our kiosks

### Program: Conducting Monitoring Programs

- 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

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- Survey areas of hemlock trees in natural areas to assist with state wide initiative for hemlock wooly adelgid rapid monitoring inventory

## PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 formal 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
- Collaborate with or support other service members’ events

## QUALIFICATIONS:

- ✓ Seeking a 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:

- ✓ ArcGIS experience
- ✓ 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 30-November 27, 2020. Benefits include \$13,992 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 30, 2019.

**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.

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