



LEELANAU CONSERVANCY Huron Pines AmeriCorps Position Description

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

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 32 years, our mission has been to conserve the land, water and scenic character of Leelanau County in Northwest Lower Michigan. We have protected approximately 10,200 acres through private conservation easements, and 3,200 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 support increasing the efficiency, visibility and awareness of our stewardship work. The Stewardship Technicians will serve for 10 months, as an integral part of the Stewardship team, planning and implementing invasive species monitoring/control work, restoration projects, and trail maintenance/construction on our 28 natural areas, preserves, and forest reserves. The AmeriCorps members will engage with volunteers from multiple programs including trail stewards, workbees, and citizen science monitoring. The members will serve as liaisons between stewardship and outreach, helping to tell stewardship stories as the eyes and ears "in the field." The Stewardship Technicians may also create and manage a variety of conservation projects including trail restoration and rerouting, lake and stream sampling for our water quality program, vernal pool inventory, GIS data management, among others activities.

Our ideal candidates 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 individuals who are organized, detail oriented, have excellent communication skills, and have the ability to inspire, lead and coordinate a team to successful completion of projects. The Stewardship Technician should be able to prioritize and manage multiple projects simultaneously and have the ability to operate 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.

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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 28 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. Members will assist with the planning and coordination of projects associated with the opening and expansion of 4 new natural areas, including trail scouting, design and construction, and sign and map creation for kiosks.

The Stewardship Technician will support our volunteer coordination efforts to increase community stewardship of Conservancy Natural Areas. We have an increasing need for volunteers and trail stewards, and would like to engage with new members and create a robust trail steward volunteer group. The member will serve as project lead for volunteer trail building projects to create and improve the trails on our natural areas. 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. Onsite training will also be provided. The member will design and develop outreach materials and use GIS technology to create maps. The majority of member service will be in Leelanau County with some minor travel to meetings and workshops. Most travel will be day travel around the County. Some 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 28 properties on over 3,200 acres
- 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

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

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- 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
- Survey natural areas for vernal pools to enter into Michigan Natural Features Inventory database
- Survey areas of hemlock trees in natural areas to assist with statewide 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 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

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- ✓ Has, or is willing 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 28-December 3, 2021. Benefits include \$14,279 living stipend, health insurance, \$6,195 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until October 12, 2020.

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 Amanda Vanaman, AmeriCorps Program Manager at (989) 448-2293 x30 or amanda@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.

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