



Leelanau Conservancy

Huron Pines AmeriCorps Position Description

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

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 29 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 9,000 acres through private conservation easements, and 2,800 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 who will be responsible for planning and implementing invasive species monitoring and control activities on our 26 natural areas, preserves, and forest reserves. The position will serve as a crew leader to coordinate projects and additional seasonal staff with on the ground restoration projects, invasive species control, and trail construction.

Our ideal candidate will have a strong natural resources background, knowledge of invasive species identification and/or management techniques, and be comfortable working collaboratively with people. As a crew leader, 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 member 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 Lead Stewardship Technician will be involved in a diverse set of projects to improve the visibility and awareness of our stewardship work in Leelanau County. The member will implement on-the-ground invasive plant control and restoration projects and serve as the field crew leader who will ensure successful completion of projects. Invasive plant control methods will include manual removal by hand and tools as well as application of herbicide and use of propane torches. The member will lead invasive plant surveys, monitor known infestations, and collect data in the field. The position will coordinate our citizen science invasive species monitoring program and develop strategies to increase community participation and awareness. In addition, the member 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.



4241 Old US 27 South, Suite 2, Gaylord, Michigan 49735 (989) 448-2293 www.huronpines.org

POSITION DUTIES AND RESPONSIBILITIES:

Program: Invasive Plant and Habitat Restoration

- Serve as field crew leader to plan, coordinate, and implement invasive species monitoring and control program
- Inventory 180 acres of Forest Reserve post timber harvest using systematic transect survey method and map any new invasive species as well as monitor known infestation sites
- Manage the day-to-day activities of up to two/three crew members and community volunteers under direction and with the support of the Natural Areas and Preserves Manager
- Conduct on-the-ground restoration projects
- Collect field data including GPS points and detailed records of stewardship activities
- Develop a procedure for and implementing invasive species data into new 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
- Create maps using ArcGIS for invasive plant and restoration work

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 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 Northwest Michigan
- ✓ ArcGIS experience preferred
- ✓ Ability to obtain an 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 4-November 9, 2018. Benefits include \$12,630 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 29, 2017.

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 Jake Jermac, AmeriCorps Coordinator at (989) 448-2293 x30 or jake@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.