

## Huron Pines AmeriCorps

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



## 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 35 years, our mission has been to conserve the land, water, and scenic character of Leelanau County in Northwest Lower Michigan. We have protected approximately 12,200 acres through private conservation easements, and 3,800 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 half 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 28 natural areas, preserves, and forest reserves. The AmeriCorps member will collaborate with volunteers from multiple programs including trail stewards, workday events, and citizen science monitoring. The member will serve as a liaison between stewardship and outreach, helping to tell stewardship stories as the eyes and ears "in the field." 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, tree pest and disease monitoring, 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 can inspire and lead the team to successful completion of projects. The Stewardship Technician should be able to prioritize and manage multiple projects simultaneously and can 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 excellent verbal and written communication skills and firsthand 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 28 natural areas. The AmeriCorps member will gain experience in nearly all

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aspects of natural area management, including implementing on-the-ground invasive plant control and restoration projects, field data collection, botanical surveys, native seed collection 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. Members will assist with the planning and coordination of projects associated with the accessibility and expansion of 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 to help maintain our 48 miles of hike, ski, and mountain bike trails. The members will serve leadership roles for coordinating and implementing trail projects to improve and maintain the trails on our natural areas as well as design and build new sections of trail. 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. Most 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:**

#### Invasive Plant Control and Habitat Restoration

- Plan, coordinate, and implement invasive species monitoring and control program throughout our 28 properties on over 3,800 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
- 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

#### Outreach and Community Engagement

- Train volunteers and coordinate workday events for our stewardship program
- Coordinate, support and report on volunteer activities and events

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- Lead school groups on hikes and educational workday events to help students learn new skills on our natural areas and preserves
- Develop informational and interpretive materials on our natural areas and preserves including trail signs, updating maps and information on our kiosks, and creating Storymaps to share our conservation success stories

### Conducting Monitoring Programs

- Conduct water quality monitoring including stream sampling and data entry
- Participate in migratory bird survey including mist netting and banding
- Monitor natural areas in compliance with Land Trust Alliance standards
- Monitor preserves for oak wilt in areas of known oak wilt outbreaks
- Monitor trail conditions and coordinate with volunteer trail stewards to maintain and restore trails where erosion or wet conditions are a concern
- Design and implement wildlife corridor study within designated natural areas

### 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 monthly detailed reports of service and 3 “Great Stories”
- Provide regular project updates and photo documentation
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

### QUALIFICATIONS:

- 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 the Great Lakes State
- ArcGIS experience preferred
- 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 May 14 - November 1, 2024. Benefits include a \$9,315 living stipend, a \$3,447.50 education award, and student loan deferment.

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**Applications and directions are available at [www.huronpines.org/ameriCorps](http://www.huronpines.org/ameriCorps) and will be accepted until April 12th.**

*Please see the Huron Pines AmeriCorps website linked above for possible deadline extensions.*

**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 Coordinator at (989) 448-2293 x30 or [amanda@huronpines.org](mailto:amanda@huronpines.org).

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

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