

## GRAND TRAVERSE REGIONAL LAND CONSERVANCY

**Position Title:** Land Steward (Seasonal): Field Crew Leader  
**Position Status:** Seasonal (Seven Months)  
**Seasonal Term:** April 12, 2021 – November 12, 2021  
**Status:** Exempt, Full-Time, Salary  
**Date:** January 28, 2021  
**Supervisor:** Director of Stewardship

**Position Objective:** This is a seasonal position to lead a field crew of AmeriCorps members or other seasonal field staff to maintain our network of nature preserves and sanctuaries.

### **Job Summary:**

The primary purpose of this position is to perform site maintenance and habitat management of an extensive system of nature preserves and sanctuaries located across a five-county service area in northern Michigan. It will primarily involve sign management (installation, replacement, data recording); trail maintenance and construction; recreation infrastructure management; some light carpentry and construction (benches, informational kiosks, fences, etc.), and invasive species control (mostly manual control, but will also include some herbicide application).

The position will be under the overall supervision of the Director of Stewardship, but field tasks will be under the direction and authority of the lead land steward for each property who is responsible for the successful implementation of the properties' management plans. Although seasonal, this is a position that is expected to continue over multiple years. As such, it could be a great fit for those who may value having five winter months off each year to pursue other personal interests.

### **Essential Duties and Responsibilities:\***

#### **Team Duties – 15%**

1. Participate as a member of the Stewardship Team by providing ideas for program development, improvement, and setting priorities.
2. Assist other stewardship and land staff with activities as needed.
3. Work with stewardship team to assess team growth, function, and workload balance.
4. Identification of needs (staff, equipment, support, etc.) relating to the Preserve Stewardship Program.
5. Assistance with volunteer events on Preserve, under the direction of the Volunteer and Events Coordinator, as needed
6. The candidate will be expected to interact with visitors positively, with patience, great customer service, and to be prepared to answer a wide range of questions while following essential talking points provided by our Communications team

#### **Preserve Maintenance – 50%**

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1. Maintain preserve infrastructure such as trails, trailheads, kiosks, gates, signs, fences, boardwalks, Boundary posts, etc, and coordinate/delegate appropriate tasks to seasonal staff and volunteers
2. Install new signs in coordination with the sign technician

### **Maintain Shop, Field Equipment, and Tools – 5%**

### **Invasive Species Control – 30%**

1. Implement control methods for target species
2. Work with other staff and volunteers to remove invasive vegetation
3. Coordinate seasonal employees and contractors to implement invasive species control
4. Track progress throughout the field season using aerial/topographic maps, GPS, GIS, flagging and digital camera
5. Prepare a summary of work completed including maps

*\*Will be required to perform other duties as requested, directed, or assigned*

**Supervisory Responsibilities:** This position supervises two – five seasonal field Crew Members and supervision of Volunteer Work Crews and Contractors.

**Work Environment:** Hours are typically 7:00am – 4:00pm Monday -Thursday, and 8:00am-12:00pm on Friday. Some weekend or Evening work during special events may be required.

**Physical Factors:** The ability to work both indoors and outdoors, to carry necessary equipment and supplies, and occasionally work long hours in rough terrain and possibly inclement weather.

### **Training, Education, and Experience:**

- B.S./B.A. in biological or earth sciences , natural resources, forestry or leisure/recreation, or a related field preferred
- Significant field experience with trail building and maintenance and outdoor recreation infrastructure maintenance

### **Minimum Qualifications (Knowledge, Skills, and Abilities):**

- Ability to effectively supervise, mentor, and coordinate the work of others
- Excellent verbal communication skills
- Demonstrated ability to self-motivate and be able to accomplish daily tasks without direct supervision while communicating regularly with supervisor
- Excellent problem-solving skills
- Ability to maintain a positive, professional, and courteous attitude
- Ability to work as part of a team
- Willingness and ability to work long hours in strenuous outdoor conditions

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- Michigan pesticide applicators license with a certification in wetlands. (Can be obtained during the first month of employment)
- Chainsaw safety certification (can be obtained during the first seven-months employment term)
- Valid MI Driver's License and reliable transportation

### **Desired:**

- Field experience and familiarity with Michigan flora and fauna
- Experience working with volunteers
- Knowledge of northern ecological principles
- Computer literacy, with GIS, mapping, and database experience

**Position is subject to a background check**