



LITTLE TRAVERSE CONSERVANCY Huron Pines AmeriCorps Position Description

POSITION TITLE: Stewardship Technician

SERVICE LOCATION: Harbor Springs, MI

RESPONSIBLE TO: Director of Stewardship

Little Traverse Conservancy (LTC) is a nonprofit organization founded in 1972 to protect the natural diversity and scenic beauty of northern Michigan by preserving significant land and scenic areas, and fostering appreciation and understanding of the environment. LTC protects land by a combination of outright acquisition, conservation easements, and assisting units of government or other organizations with the acquisition of land. Over the years, LTC has evolved to become one of the most established and effective regional land trusts in the country. From a small group of dedicated volunteers, the organization has now grown to include 13 permanent, professional staff and hundreds of volunteers. To date, LTC has protected more than 40,000 acres throughout Chippewa, Mackinac, Emmet, Cheboygan, and Charlevoix counties. This includes 160 nature preserves totaling more than 13,000 acres, and about 260 conservation easements totaling about 20,000 acres.

LTC is seeking an AmeriCorps member to assist with the stewardship of protected lands. This is an excellent opportunity to acquire hands-on experience in the fields of land protection, education, outreach and volunteer management.

SCOPE AND PURPOSE OF SERVICE: The Stewardship Technician will serve closely with LTC Stewardship staff to help manage nature preserves and monitor conservation easement properties throughout the LTC service area, with a focus on lower peninsula counties. This position requires a 6-month commitment and is part of the Huron Pines AmeriCorps program. The program offers opportunities to develop creative approaches involving the public, knowledge about land protection and resource management, and broad skills in field methodology. This position will require some travel and will involve some physical labor. The tasks for this position are highly dependent on weather and other factors. As such, Service may occur on some weekends, holidays and evenings.

POSITION DUTIES AND RESPONSIBILITIES:

Nature Preserve Stewardship

- Install signs, gates, fences, barricades, boundary markings, etc.
- Build and maintain hiking trails and other preserve infrastructure
- Monitor vegetation and participate in invasive species removal projects
- Engage and manage volunteers
- Coordinate clean-up and restoration projects
- Inventory natural resources and aid with development of management plans
- Check for and follow up on preserve use violations

Conservation Easement Monitoring

- Assist with baseline surveys on potential easement properties
 - Communicate with easement landowners
 - Conduct annual inspections of properties utilizing GPS technology



Huron Pines AmeriCorps: *Developing Leaders in Conservation*

- Create detailed documentation of monitoring observations with notes and photographs

Education and Outreach

- Assist LTC's Education Department staff with a variety of school-age education programs
- Develop and lead community (primarily adult) field trips
- Assist LTC's Land Protection Department staff with special projects
- Provide information to the public, professional peers, and other organizational stakeholders

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 resource stewardship activities
- Submit 3 "Great Stories"
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times

QUALIFICATIONS:

- ✓ Bachelor's degree in environmental science, natural resource management, environmental studies, biological sciences, or related fields
- ✓ A demonstrated interest in, and knowledge of, natural resources and conservation
- ✓ A high degree of flexibility regarding work hours and schedules
- ✓ Basic carpentry and mechanical skills
- ✓ Ability to perform both independently, as a member of a team and alone in remote areas
- ✓ Good organizational, observational, map reading, written, verbal, and interpersonal skills
- ✓ Strong attention to detail
- ✓ Willingness to do strenuous physical work
- ✓ A valid driver's license and good driving record
- ✓ Ability to pass a background check
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Northern Michigan

Service will routinely 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 week position and runs from May 14 to November 2, 2012. Benefits include \$6,400 living stipend, health insurance, \$2,775 education award and student loan deferment.

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 Casey Ressler, AmeriCorps Coordinator at Huron Pines.

HOW TO APPLY: Applications are available at www.huronpinesamericorps.org and will be accepted until March 23, 2012. Please fill out a hard copy of the Huron Pines AmeriCorps Member Application and send with your cover letter, resume and list of references to the AmeriCorps Coordinator at Huron Pines. Incomplete applications are not accepted. **Mail information to:** Huron Pines, 501 Norway St, Grayling, Michigan 49738.