

JOB DESCRIPTION

STEWARDSHIP SPECIALIST

Status:	Part-time (28 hours)
Starting Salary:	\$11.00/hr.
Reports To:	Stewardship Coordinator
Classification:	Intermediate - Employee has supervisory responsibilities relating to volunteers and seasonal staff. Employee has the authority to recommend any reward or disciplinary actions necessary.

The position of **Stewardship Specialist** directly involves but is not limited to the following illustrative duties:

1. Coordinates and conducts stewardship projects related to the operation of the Park District's restoration, strategic, and land management goals. This may include but is not limited to invasive species control, replanting, landscaping, and monitoring of woodlots and prairies.
2. Assists with the maintenance and operation of the Park District's greenhouse and nursery. This includes cold frame, and seed/plant collections. This may include the propagation of herbaceous plants, trees, shrubs from Northwest Ohio.
3. Supervises seasonal employees, interns, and volunteers on routine stewardship projects as needed.
4. Works flexible hours including weekends and holidays when necessary to ensure proper coverage of the greenhouse and program needs.
5. Assists the Stewardship Coordinator in the development and implementation of land management and stewardship techniques, projects, and programs.
6. Performs a variety of land management functions such as mowing, trimming, spraying chemicals, prescribed burning, invasive species control, and maintaining equipment.
7. Will be required to operate and maintain a variety of equipment including but not limited to the following: power tools such as saws, drills, table saw, chain saws, and line trimmers; heavy equipment such as tractors, mowers, trailers and chippers.
8. Must be able to routinely lift 50 pounds and able to work in all types of weather conditions.
9. Assists with the collection, cleaning, and storage of native seed, equipment, and materials.
10. Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
11. May be required to maintain current CPR and First Aid certifications.
12. Any other duties as assigned by the stewardship coordinator, assistant director and or director that are deemed appropriate and necessary for the position.

Qualifications/ Requirements:

Must possess good organizational and communication skills. Must be able to work effectively with the public, assorted agencies, and staff at all levels. Can demonstrate the ability to use basic computer software, spreadsheets, and word processing. Must understand native plant and animal communities. Must possess a valid driver's license.

An Associate degree or higher in Natural Resources, Recreation, Biology, Environmental Studies, or related field experience is **preferred but not required**. Prefer candidates to have (1) year experience in any of these categories of outdoor/environmental education and, land management/land stewardship work. Preferred qualifications can include experience working in the areas of Natural Resources, Recreation, Biology, Environmental Studies, Greenhouse Management, or another related field. In addition, experience in wildlife and plant identification, land management procedures, and the use of hand tools and field equipment (i.e., chainsaw, line trimmer, GPS), training or experience with prescribed burns is preferred.

Must successfully complete Safety Training Guide for Trained Servicemen/women for pesticide applications within six (6) months of hire.