



Grand Traverse Conservation District

Parkland Assistant

Vacancy Announcement

POSTING DATE: 22 March 2018

CLOSING DATE: 22 April 2018

POSITION SUMMARY

The Parklands Assistant works with Parkland Stewards and the Parkland Technician to further the mission of the Grand Traverse Conservation District (GTCD) by supporting the activities of the Conservation Team, led by the Conservation Team Coordinator. Primary responsibilities include trail and trailhead maintenance, hands-on construction projects, invasive species removal, river stewardship projects, and assisting with the implementation of a DNR Wildlife Habitat Improvement Grant.

RELATIONSHIPS

Reports to: Parkland Stewards

Works with: Conservation Team and volunteers

External Stakeholders: park users, landowners, work crews, partner organizations, Nature Center visitors, Nature Center program participants

RESPONSIBILITIES

- Implement annual work plan projects on parklands
- Monitor and maintain GTCD-managed parklands to ensure they offer safe and enjoyable recreational experiences for users
- Aid in the restoration of terrestrial and riparian habitat within the Boardman River Watershed
- Assist with securing materials, labor, and contractors as necessary for each project
- Assist in leading volunteers, service organizations, and school groups in field work related to parkland management
- Maintain and service GTCD-owned equipment and vehicles on a routine basis
- Assist with GTCD programs and special events, including workbees, the native plant sale, and educational outreach opportunities
- Support administrative and other duties as required

STANDARDS OF PERFORMANCE

Success is measured by the degree to which the individual:

- Is punctual and prepared to work
- Provides safe and sustainable trails for the enjoyment of all park users
- Creates and maintains a safe work environment
- Completes work in a timely and quality fashion
- Exhibits ability to work well with others
- Represents the Conservation District in a positive and professional manner at all times

WORKING CONDITIONS

GTCD's offices are located at the Boardman River Nature Center in Traverse City, MI. The Parkland Assistant will frequently be in the field, which may involve traversing uneven, boggy, and submerged terrain in wide ranges of air temperatures and weather and may require lifting equipment and materials of up to 70 pounds. The Parkland Assistant may frequently be in the vicinity of crews using tools and power equipment and will be involved in doing so her/himself.

REQUIRED KNOWLEDGE AND EXPERIENCE

Related Work Experience

- Experience using basic landscaping equipment such as lawn mowers, brush hogs, weed whips, chainsaws, leaf blowers, etc
- Experience using basic hand tools and construction equipment such as various types of saws, drills, generators
- Familiarity with natural ecosystem processes and plant species identification.

Skills

- Strong organizational skills
- Strong and proven leader and team-player
- Proficient in use of PC and Microsoft Office Suite
- Excellent verbal and written communication skills in the English language
- Exhibits excellent social and interpersonal skills; relates effectively to diverse clientele and work groups
- Must be able to work efficiently outdoors in varying conditions and terrain
- Competent in backing-up a truck and trailer

Other

- Able to work flexible hours when appropriate and with approval
- Must maintain a valid driver's license

COMPENSATION

- Full-time, 40 hrs/week, *FLSA non-exempt*. Starting Wage: \$11.50/hr.

PREFERRED START DATE: Monday, May 14, 2018

TO APPLY

Please email completed GTCD application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Conservation Team Coordinator Steve Largent, slargent@gtcd.org. No calls please. The application can be found on the GTCD website at www.natureiscalling.org/about/employment.

Applications must be received no later than 11:59pm EST Sunday, April 22nd, 2018, or until filled.

The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.