



Grand Traverse Conservation District

Parkland Assistant

Vacancy Announcement

POSTING DATE: March 22, 2019

CLOSING DATE:

Position will be **open until filled**. Preference will be given to those received by **Sunday, April 14, 2019**.

POSITION SUMMARY

The Parkland Assistant works with Parkland Stewards and other seasonal staff 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, habitat improvement projects, and river stewardship projects. This position has potential to qualify as an internship with the successful candidate's college or university.

RELATIONSHIPS

Reports to: Parkland Stewards

Works with: Conservation Team and volunteers

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

RESPONSIBILITIES

- Assist with the monitoring and maintenance of 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
- Assist with the maintenance, repair, and service of GTCD-owned equipment and vehicles on a routine basis
- Assist with GTCD programs and special events, including volunteer workbees, native plant and seedling sales, and educational outreach opportunities

STANDARDS OF PERFORMANCE

Success is measured by the degree to which the individual:

- Is punctual and prepared to work
- Creates and maintains a safe work environment including the regular use of personal protection equipment (PPE)
- Completes work in a timely and quality fashion
- Exhibits ability to work well with others
- Always represents the Conservation District in a positive and professional manner

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 conditions and may require lifting equipment and materials of up to 80 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 – Preference given to those with experience using:

- Basic landscaping equipment such as lawn mowers, brush hogs, weed whips, chainsaws, leaf blowers, etc.
- Basic hand tools and construction equipment such as power saws, drills, generators, etc.
- Familiar with natural ecosystem processes and plant species identification

Skills

- Strong organizational skills
- Strong team-player
- Excellent verbal and written communication skills in the English language
- Exhibits excellent social and interpersonal skills; relates effectively to diverse clientele and partners
- Must be able to work efficiently outdoors in varying conditions and terrain
- Competent in backing-up a truck and trailer
- Must be able to lift up to 80 pounds

Other

- Able to work flexible hours when appropriate and with approval
- Must maintain a valid driver's license
- Must be at least 18 years of age

COMPENSATION

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

PREFERRED START DATE: May 28, 2019 (Flexible)

DURATION: The seasonal position will run through mid-August 2019 (Flexible)

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.

Preference will be given to applications received by 11:59pm EST Sunday, April 14, 2019. Position will remain open until filled.

The Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.