



## **Stewardship Liaison**

### Forest Preserve District of Kane County

**Contact Name:** Shelley Kouzes

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**Contact Phone:** 630-208-8662

**Closing Date:**

**Salary:** \$18.25 per hour

#### **Description:**

The Forest Preserve District of Kane County's Human Resources Department is accepting applications for one (1) part time Stewardship Liaison.

DATE POSTED: May 31, 2023

WORKSITE LOCATION:

NATURAL RESOURCE MANAGEMENT

MILLCREEK GREENWAY FOREST PRESERVE

02N253 BRUNDIGE ROAD, ELBURN

STARTING SALARY: \$18.25 PER HOUR.

HOURS/SCHEDULE: 1000 HOURS PER YEAR; TYPICALLY, MONDAY – FRIDAY, MAY INCLUDE WEEKENDS AND EVENINGS.

APPLICATION DEADLINE: OPEN UNTIL FILLED

All candidates must apply on-line at:

[https://www.applitrack.com/kaneforest/onlineapp/\\_application.aspx?starting=true](https://www.applitrack.com/kaneforest/onlineapp/_application.aspx?starting=true)

#### **POSITION SUMMARY**

The Stewardship Liaison is expected to lead, coordinate and train volunteers to implement annual management schedules, including invasive species control, seed collection and distribution, plantings, fire management and monitoring to restore and maintain native species and habitat diversity within the District's preserves. Additionally, the Stewardship Liaison is expected to represent, promote and grow the volunteer program through community outreach and recruitment.

**ESSENTIAL POSITION DUTIES & FUNCTIONS** to be performed with or without reasonable accommodation

- Coordinate with the Volunteer Coordinator and Natural Resource Manager and volunteer stewards to develop, schedule and advertise workdays.
- Recruit and contact prescribed fire volunteers for assistance on District controlled burns.
- Serve in a leadership role organizing and implementing special events such as volunteer meetings,

trainings and workdays on weekends and during the week as directed.

- Recruit, train and develop natural resource volunteers, with an emphasis on placing Site Stewards/ Co-Stewards at District sites.
- Ensure Steward and volunteer compliance to program rules and expectations.
- Responsible for compilation and submission of statistical data in a timely manner, such as volunteer hours and the location, time and extent of specific tasks performed by natural resource management volunteers.
- Responsible for understanding, supporting and promoting the complementary missions of the District.
- Contribute to the development of resource management planning initiatives, such as, annual work plans, management schedules, summaries and reports.
- Assist Natural Resource Management crews on field duties as schedule allows.
- Participate in District's prescribed fire program.
- Recommends the purchase of needed equipment, materials, supplies and services to Volunteer Coordinator.
- Pursues ongoing professional education and training to keep up to date with current practices, programs and technologies in natural resource management related areas.
- Promotes advancement and understanding of the District to the volunteers, public, the media and public agencies via local appearances.
- Represents the Forest Preserve at various public forums, tabling and recruiting events
- Drives to preserves and other locations throughout the county to monitor projects or other work being completed by volunteers.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment and maintains insurability with the District's fleet insurance carrier.
- Adheres to organizational policies and applicable laws in regards to managing volunteers and consults with Human Resources as required.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the Employee Handbook and carries out responsibilities in accordance with the organization's policies and applicable laws.
- Other duties as assigned by supervisor or director.

## QUALIFICATIONS

- Minimum Age Requirement: 21 years old
- Education: Associate's degree in ecology, botany, natural resource management, land management, or closely related field; Bachelor's degree a plus.
- Experience: One (1) year in natural resources, recreation, or closely related field; previous experience operating required equipment (see below); or an equivalent combination of relevant education, experience, volunteer service or training.
- Certifications/Licenses: CPR/1st AID/AED, Pesticide Applicator; S-130/S-190 basic wildland firefighting training or equivalent; all licenses/certifications must be obtained and maintained within one year of employment.