



Natural Resource Management Crew Leader (Volunteer Liaison)

Forest Preserve District of Will County

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Closing Date: 2024-04-19
Salary: \$45,957-\$66,179

Description:

NATURAL RESOURCE MANAGEMENT – RESTORATION CREW LEADER (VOLUNTEER LIAISON)

The Forest Preserve District of Will County is accepting resumes for 1 Natural Resource Management Crew – Restoration Crew Leader (Volunteer Liaison). This is a permanent full-time position that is expected to schedule, coordinate, lead, and train NRM seasonal staff, interns and volunteers to implement the District's natural resource management program, including invasive species control, seed collection, native plantings, fire management and monitoring to restore and maintain native species and habitat diversity within the District's preserve system. Additionally, the Natural Resource Management - Restoration Crew Leader (Volunteer Liaison) is expected to represent, promote and grow the volunteer program through community outreach and recruitment.

The Natural Resource Management Crew – Restoration Crew Leader (Volunteer Liaison) is a Grade 9 position, with a starting salary of \$45,957 to \$66,179 commensurate with experience. Visit <https://www.reconnectwithnature.org/about/employment/> for job description outlining duties, skills, abilities, training, experience and working conditions or for more information.

JOB DESCRIPTION

TITLE: NATURAL RESOURCE MANAGEMENT – RESTORATION CREW LEADER (VOLUNTEER LIAISON)

DEPARTMENT: CONSERVATION

LOCATION: CHERRY HILL OPERATIONS AND LAW ENFORCEMENT FACILITY

BASIC FUNCTION

The Natural Resource Management - Restoration Crew Leader (Volunteer Liaison) is expected to schedule, coordinate, lead, and train NRM seasonal staff, interns and volunteers to implement the District's natural resource management program, including invasive species control, seed collection,

native plantings, fire management and monitoring to restore and maintain native species and habitat diversity within the District's preserve system. Additionally, the Natural Resource Management - Restoration Crew Leader (Volunteer Liaison) is expected to represent, promote, and grow the volunteer program through community outreach and recruitment.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

Natural Resource Management Coordinator & Volunteer Supervisor

Supervises: None

This position will require occasional coordination of Resource Management Crew and Operations Department Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate with the Natural Resource Management Coordinator, Volunteer Supervisor and volunteer stewards to develop, schedule and advertise workdays.
2. Recruit and contact prescribed fire volunteers for assistance on District controlled burns.
3. 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.
4. Recruit, train and develop natural resource volunteers, with an emphasis on placing Regional Stewards, Site Stewards, Co-Stewards and Administrative Assistants at all Illinois Nature Preserves and Land & Water Reserves that the District manages.
5. 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.
6. Responsible for understanding, supporting, and promoting the complementary missions of the District and the Prairie People Volunteer Program.
7. Represents and promotes the District and the Prairie People Volunteer Program at national, regional, state and local meetings and conferences of land management and volunteer associations, organizations and other collaborations outside of the District.
8. Contribute to the development of resource management planning initiatives such as annual work plans, management schedules, summaries, and reports.
9. Assist Stewards and Administrative Assistants in organizing preserve workgroups and to plan, schedule and implement management work.
10. Assist, with the ability to lead Natural Resource Management crews on field duties as time permits.
11. Participate in the implementation of the District's prescribed fire program with an emphasis on control line establishment, equipment preparation and maintenance.
12. Other duties as assigned by supervisor or director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective communication skills in written and oral formats.
- Experience participating in volunteer programs, preferably in a leadership role.
- Possession of basic computer skills in Microsoft Office (word processing, spreadsheet, and database) and ArcGIS mapping.
- Have or be willing to develop skills operating and loading ATVS and UTVS, as well as attaching and driving equipment trailers not requiring a CDL.
- Competence and experience in using basic tools of natural area management in a safe and effective manner, including maintaining (cleaning & sharpening) chainsaws and cutting trees > 12" DBH, operating clearing saws, operating leaf blowers, and operating and maintaining loppers and pruning shears and saws.

- Be in good physical condition with the ability to work outdoors in variable weather conditions and be physically capable of lifting and transporting 50 lb. objects over uneven terrain.
- Knowledge of Midwest flora, including native and non-native species identification.
- Have or be willing to acquire an Illinois pesticide public applicator's license with rights-of-way and aquatic categories.
- Must possess and maintain a current and valid Motor Vehicle Operator's license.

TRAINING AND EXPERIENCE

Education: Bachelor's degree in environmental science, biology, or related field with a specialization in ecology/resource management preferred (although see below).

Experience: Minimum two years of applied natural resource management experience with an appropriate Bachelor's degree; or 5 years applied natural resource management experience without an appropriate degree.

Certifications: Possession of, or willingness to procure, National Wildfire Coordinating Group S130/190, I-100 certificates or Chicago Wilderness Midwest Ecological Prescription Fire Crew Member training. District will provide training if needed.

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This is an active job. While performing the duties of this job the employee is frequently required to stand, walk, sit, use hands and fingers to manipulate objects, tools, or controls; reach with hands and arms; climb stairs, talk, and hear.
2. While performing the duties of this job the employee occasionally works near moving parts; works outside in extreme heat or cold weather conditions; lifts and/or moves up to 50 pounds; is exposed to fumes, airborne particles, smoke and toxic or caustic chemicals and potentially hazardous plants and animals.
3. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
4. The noise level in this job is usually moderate but can be high.

OTHER INFORMATION

This 40 hour/week position includes working on some Saturdays and Sundays for scheduled volunteer workdays. The Restoration Crew Leader – Volunteer Liaison is responsible for coordinating with the Natural Resource Management Coordinator to establish which weekdays will be taken off in order to maintain a routine 40-hour work week. Occasional extension of workday into nighttime and working more than 40 hours in a given week is possible. This position includes the option of a maximum of 16 hours of remote work per week, subject to supervisor's approval.

PAY RANGE AND ANNUAL SALARY

Pay Range:	Grade 9
Minimum:	\$ 45,957
Midpoint:	\$ 55,149
Maximum:	\$ 66,179
Schedule:	Full Time

Resumes will be accepted until April 19, 2024.

Application Procedure: Send a cover letter describing interest and a resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5669 (desk)
815-722-3608 (fax)
Humanresources@fpdwc.org