



Stewardship Specialist

Forest Preserve District of Kane County

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Closing Date:
Salary: \$24.87 PER HOUR

Description:

The Forest Preserve District of Kane County's Human Resources Department is accepting applications for a part-time Stewardship Specialist.

WORKSITE LOCATION: MILL CREEK GREENWAY FOREST PRESERVE, ELBURN, IL

STARTING SALARY: \$27.36 PER HOUR

HOURS/SCHEDULE: 999 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

This role will be part of the Human Resources team and work out of our Natural Resource Management Shop. With a rapidly growing volunteer program, this individual will be responsible for supporting our volunteer leaders and growing our Natural Resource volunteer crew. This job offers outdoor work in our beautiful preserves, hands-on experience learning and training others on conservation tools, and a heavy dose of public relations and community engagement. From prescribed burning to Community Science, this individual will learn and become certified in a wide range of restoration and conservation specialties in order to have the greatest impact. They will be working alongside and supporting experienced Stewards and staff while helping to establish new programs and opportunities for the Natural Resource group. The job has a flexible part-time schedule and an expansive office of 23,000+ acres to enjoy and explore. Both experienced professionals and individuals looking to start a career in conservation are encouraged to apply for this unique position.

POSITION SUMMARY

The Stewardship Specialist is expected to lead, coordinate and train volunteers to develop and 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. This position serves as the primary point of contact for, and is expected to establish collaborative relationships with, the District's site stewards. Additionally, the Stewardship Specialist is expected to represent, promote and grow the volunteer program through community outreach and recruitment.

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

- Coordinate with the Volunteer Coordinator, Natural Resource Manager and volunteer stewards to develop, schedule and advertise workdays
- Recruit and contact prescribed fire volunteers for assistance on District controlled burns; participate in District's prescribed fire program
- 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
- Contribute to the development of resource management planning initiatives, such as annual work plans, management schedules, summaries and reports
- 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 area
- 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
- Adheres to organizational policies and applicable laws in regard 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 and Volunteer Handbooks 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
- 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
- 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. May be required to serve as a trainer for volunteers pursuing certifications of the same