



Position Title: **STEWARDSHIP COORDINATOR (Volunteer)**

Position Summary: The Stewardship Coordinator will organize and conduct volunteer stewardship events on properties owned by the Southwestern Illinois Resource Conservation & Development, as well as on properties in which the organization has accepted a conservation easement. Working with park districts, communities, counties, townships and neighborhood associations, the Stewardship Coordinator will recruit, train and assist volunteers in invasive species removal, and ecosystem restoration.

Southwestern Illinois Resource Conservation & Development currently owns, or partially owns, three properties totaling over five hundred acres, and has accepted conservation/agricultural easements on fifteen additional properties, totaling over seven hundred fifty acres. As part of the Land Trust Alliance Standards & Practices (2004) a conservation plan must be developed and implemented for each property.

Key Responsibilities:

1. Develop an annual plan of work for stewardship practices on selected properties throughout the region.
2. Develop relationships with park districts, communities, counties, townships and neighborhood associations that could assist with stewardship practices.
3. Schedule stewardship events.
4. Lead training of volunteers, track volunteer time, and coordinate the safety of those participating in events
5. Update supervisor and Stewardship Committee of progress; prepare annual summary report.
6. Maintain field equipment

Skills and Experience Sought:

- Ability to understand and interpret conservation plans.
- Field natural history skills a plus.
- Ability and willingness to maintain meticulous paper files and records, and photograph events. Familiarity with Microsoft Office Word and Excel applications.

- Strong organizational skills, thoroughness, and attention to detail.
- Understanding of, and commitment to, Southwestern Illinois Resource Conservation & Development's conservation and stewardship goals and priorities.
- Must be physically fit and be able to negotiate varied and possibly difficult terrain.
- Must have good field skills, including reading and interpreting maps and using a compass.
- Must have valid driver's license and reliable transportation.

Supervision:

- This position will report directly to the Environmental Planner.

Longevity:

- The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

- It is expected that an individual will commit a minimum of 8 - 16 hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate periodically.

Workplace Location:

- Much of the work associated with this position would be completed from the volunteer's home, and in visiting protected properties. Periodically, visits to the Mascoutah office would be required for filing and updating staff on progress.

Benefits:

- Reimbursement of necessary and approved expenses, including mileage to and from properties for stewarding purposes
- Ability to gain practical work experience; recognition for work products produced
- Ability to share in the rewards of assisting in the protection of the natural resources within the region
- Ability to meet new people
- Ability to share skills, and/or learn new skills