

Summer Conservation Steward



**Douglas-Hart Foundation
Mattoon, Illinois**

Summer Conservation Steward/Internship

SUMMARY OF POSITION

The Conservation Steward works May - August and is responsible for land management practices, habitat restoration and surveying, specialty bed/area care, and trail maintenance for the Douglas-Hart Foundation. Typical day-to-day operations include removing invasive species, planting natives, trail maintenance, maintaining flower beds, and similar. Duties will be conducted primarily at the Douglas-Hart Nature Center, but also at Friendship Garden and The Whiteside Garden. This position is open to anyone seeking summer employment but also meets the requirements for an internship in conservation, environmental biology, natural resources, etc.

DESCRIPTION OF PRIMARY DUTIES

LAND STEWARDSHIP

- Assist with the restoration and management of natural areas day-to-day needs including invasive species removal, planting, habitat surveys, timber stand improvement, and similar
- Garden and landscape in designated areas—watering, planting, mulching, weeding and similar
- Ensure that the landscapes, buildings, amenities, trails, garden, and outdoor areas are developed and maintained
- Assist with grounds and maintenance activities, including basic facility maintenance, amenity upkeep, cleanliness, litter, mowing, brush cutting and similar
- Assist with greenhouse operations if seasonally appropriate
- Perform other conservation and natural areas duties as assigned by the Land Stewardship Director

PROGRAMMING AND OPERATIONS

- Assist with daily operations, including but not limited to clerical and correspondence duties, opening and closing facilities, and other relevant business tasks in a timely and professional manner
- Assist with large events, programs, and interpretive services in cooperation with other staff
- Assist with other daily operations of the Foundation, including the library, gift shop, amenities, etc as needed
- Assist with general housekeeping and maintenance of visitor center, facilities, grounds, and gardens as needed

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SKILLS AND ABILITIES

- Basic knowledge of flora and fauna of Illinois
- Keep supplies, tools, resources, vehicles, and buildings, organized and maintained
- Ability to work independently, manage time effectively and take initiative
- Ability to communicate, interact, and respect diverse audiences and perspectives and interpret conservation efforts to create meaningful guest experiences.
- Ability to delegate, manage, and work effectively with a diverse team of volunteers
- Willingness to work a flexible schedule that will include some evenings and weekends
- Must possess a valid driver's license
- Must be able to walk over rough terrain without trails, lift and carry up to 50 pounds, bend, stoop, carry, and work continuously for long periods of time in all types of weather conditions, and be outside for the majority of the workday
- Must be able to operate (or learn to operate) a pickup truck, all terrain vehicle, tractor, brush cutter, leaf blower, and various hand tools. Use of chainsaw is also encouraged.
- Ability to conduct tasks that may result in exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and toxic agents

EDUCATION/TRAINING REQUIREMENTS

- General experience or in pursuit of a degree in ecology, forestry, natural resources management, conservation biology, environmental science, or related field, or similar

SALARY AND BENEFITS

- \$14-\$15 per hour, plus paid training and certifications
- Certifications/Trainings offered: Pesticide Operator Training/License, Prescribed Burn Training (S130/S190) Certification, and Chainsaw Operation/Safety Training

APPLICATION INFORMATION

- Email resume to hschwanke@dhnature.org by March 4th. No phone calls please

This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related duties as assigned by the Executive Director.

The Douglas-Hart Foundation is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which employment is based on qualifications, merit, and business needs and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, family, national origin, military service, or citizenship.