



Job Description – Full Time Preserve and Volunteer Steward

Organization Overview:

Little River Wetlands Project (LRWP) is a 501(c) (3) nonprofit land trust founded in 1990 by a group of citizens concerned that 85% of Indiana’s wetlands have been destroyed. Our mission is to restore and protect wetlands in the watershed of the Little River, a major tributary of the Wabash River, and to provide educational opportunities that encourage good stewardship of wetlands and other natural ecosystems. We protect 1,324 acres in Allen and Huntington Counties in Indiana, including five wetland nature preserves and a 140-acre conservation easement on private land. Our free wetland education programs include community events, hikes, nature presentations, children’s field visits, and family programs that have served more than 100,000 since 2006.

Position Overview:

The Preserves and Volunteer Steward (PVS) is responsible for daily restoration activities with Lead Preserve Steward, including such activities as manual and chemical removal of invasive plant species, maintaining preserve trails, growing native plants, and upkeep of visitor amenities . PVS will assist with all aspects of the volunteer program, including processing new applications, managing volunteer groups during activities, and training volunteers for our community science programs. This is a full-time position that reports to the Preserves and Volunteer Manager.

Responsibilities

(Restoration 50%; Visitor Amenities and Mechanical Assistance 25%; Volunteers/Office 25%)

- Assist with restoration activities, such as invasive species management, mowing, growing, etc.
- Assist with equipment maintenance and servicing
- Keep visitor amenities, entrances, memorials, signs, etc... presentable
- Assist with volunteer recruitment and admission
- Assist with volunteer community science projects and training
- Assist with managing volunteers at major community-wide events
- Assist Wetland Educator with programs as needed
- Coordinate and participate in volunteer stewardship events, including group visits
- Represent LRWP at meetings with community partners
- Assist with record-keeping for preserve activities and programs
- Coordinate with other staff to manage facility resources
- Supervised by Preserve and Volunteer Manager
- Other duties and projects as assigned

Preferred Skills and Qualifications

- Passionate advocate for wetlands, habitat restoration, and wetland education
- Undergraduate degree in relevant field of study strongly preferred
- Minimum of 2 years of experience in related field strongly preferred

- Ability to work independently and with a team
- Excellent oral and written communication skills with strong presentation skills
- Professional with excellent interpersonal skills and a positive, enthusiastic attitude
- Outgoing personality with the ability to establish working relationships with a broad range of individuals and organizations
- Ability to work in all weather conditions, hike up to 2 miles and carry 30 pounds over uneven terrain and otherwise participate in stewardship activities and educational programs
- Ability to pass a background check and work with individuals of all ages and abilities
- Ability to lead large groups of volunteers in stewardship activities and delegate tasks
- Ability to move up to 50 pounds
- Strong organizational and time management skills
- Proficient in Microsoft Office and internet savvy, familiar with Signup.com and Google Accounts
- Proficient in use of office equipment and common office computer applications, development of PowerPoint programs, and use of projectors and other presentation equipment
- Familiarity with Indiana's natural communities of plants and animals is desirable
- Experience with outdoor equipment
- Indiana Pesticide Applicator License, is preferred but not required
- Firefighter Type 2 – Incident Qualification Card (“Red Card”) is preferred but not required
- Self-directed and mission driven with strong integrity and passion for the mission of LRWP

Parameters

- Full Time (40 hours/week), non-exempt
- Salary, no overtime
- Benefits available
- Limited travel

To Apply: Email cover letter stating salary requirements, resume and three references including name, relationship, phone number and email address to Mariah Russell, Preserves and Volunteer Manager at info@lrwp.org. Position opened until filled.