Summer Preserve Steward Job Description

Title: Summer Preserve Steward

Pay Level & Current Wage: Beta - $10.00 per an hour (Summer 2018)

Typical Length of Employment: ______ Academic Year    ___X___Summer    ______ Other

Number of Positions: 3

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center, Ecosystem Preserve House on Lake Drive, and/or Flat Iron Lake Preserve

Supervisor: Jen Howell, Land Manager – jlh89@calvin.edu

Schedule: Approximately 12 weeks: May 29–August 17, 2018

Summer Preserve Stewards are expected to work 40 hours per week (Mondays through Fridays). Some evening work may be required.

Purpose of Position (Summary): Summer Preserve Stewards are responsible for working under the guidance of preserve staff to monitor and actively manage Calvin’s two nature preserves: The Ecosystem Preserve on Calvin’s campus and the Flat Iron Lake Nature Preserve (located near Greenville, MI).

Primary Responsibilities:
- Perform a variety of land management tasks (i.e. maintaining trails and trail structures for preserve access, building interpretive structures, manually and chemically controlling invasive plant species, assisting with plant propagation, installing and maintaining restoration plantings, etc.) to allow Calvin College to pursue active stewardship of lands within the boundaries of the Ecosystem Preserve and Flat Iron Lake Nature Preserve.
- Conduct a variety of ongoing long-term monitoring projects including: small mammal populations, breeding birds, bluebird nest boxes, camera traps, aquatic macroinvertebrates and tree populations.
- Administer short-term research projects such as assessing the impacts of restoration efforts in various management units of the preserve.
Actively participate in training to develop the knowledge and skills needed to maintain and expand proficiency in subject-matter content, field science process and land management skills.

- Assist with educational programs and database management as needed.
- Ensure the health and safety of volunteers and visitors.
- Perform other duties as assigned by preserve staff.

**Required Skills/Experience/Qualifications:**
- Strong interest in land management, ecology (or similar field) and willingness to learn.
- Prior experience working with hand and power tools (i.e. shovels, rakes, hand saws, pruners, loppers, hammers, string trimmers, lawn mowers, chainsaws, etc.)
- Basic plant and animal identification skills and the ability to use a dichotomous key for positive identification of unknown species.
- Excellent oral and written communication skills.
- Current and valid driver's license and the ability to achieve Calvin College's “Approved Driver” status to be able to drive college vehicles (automobiles) on public roads and highways.
- Willingness to work outdoors in a variety of adverse weather conditions and exposure to poison ivy, biting insects, thorns, etc.
- Ability to follow instructions, work effectively with a diverse group of people, and work independently when needed.
- Attention to detail and effective follow-through on projects.
- Commitment to the Ecosystem Preserve's mission.

**Preferred Skills/Experience/Qualifications:**
- Commitment to working the entire 12 week schedule @ 40 hours per week
- Entry level working knowledge of GPS/GIS mapping
- Basic biological sampling strategies

**Physical Requirements:** Applicants must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. Stewards must have the ability to safely lift at least 20 pounds.

**Benefits:** Summer Preserve Stewards gain valuable experience (and build resumes/portfolios) towards pursuing a career as a land manager, restoration ecologist, naturalist, park ranger, etc. Stewards will work alongside professional mentors and will be exposed to a variety of land management techniques and research methodologies while spending time outdoors and learning more about God’s Creation.

**How to Apply:** To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at [www.calvin.edu/go/preserve](http://www.calvin.edu/go/preserve).

Completed application and supporting documents need to be submitted to Jen Howell, Land Manager. Email submissions should be sent to jlh89@calvin.edu. Hard copies may be delivered to Jen Howell's mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center.

**Application Deadline:** Please submit all application materials by 5 pm on Friday, February 23.