Preserve Steward Job Description

Title: Preserve Steward

Pay Level & Current Wage: $9.25/hr

Typical Length of Employment: ___X__ Academic Year _____Summer _____ Other

Number of Positions: 4

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center

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

Schedule: 4 to 8 hours a week. Some evening and weekend work required.

Purpose of Position (Summary): Preserve Stewards assist the Land Manager and Program Manager with the day-to-day onsite management of the Ecosystem Preserve and Bunker Interpretive Center by walking the trails to observe and record wildlife seen, monitor trail conditions, and record visitor usage. They also perform light maintenance duties such as removing litter, controlling weeds, maintaining safe trail and sidewalk surfaces, and other duties as assigned.

Primary Responsibilities:

- Serve the visiting public by supplying information about the preserve, answering questions and giving directions.
- Monitor visitor usage by recording number of visitors and engage with guests and confront visitors breaking posted rules with diplomacy and conviction.
- Manage the trails and areas surrounding the preserve by picking up litter, and monitoring/managing the trails for fallen limbs and trees.
- Maintain overlooks and bridges by raking off leaves, shoveling accumulated snow, and posting signs to alert visitors of trail conditions.
- Keep complete and detailed records of daily observations made while walking the trails. This includes, but is not limited to, the number of visitors seen, any rule infractions observed, wildlife observed, meteorological data, pond depths and stream flow measurements (seasonal), maintenance needs and work completed.
• Observe, identify, and record bird species observed on the preserve in the data book, the informational kiosk in the Bunker Interpretive Center, and ultimately on the eBird database.
• Fill outside trail brochures racks and post bulletin boards with current information about preserve programs and rules.
• Communicate regularly with the Land Manager and Program Manager to identify other work that needs to be completed.

Required Skills/Experience/Qualifications:
 A solid knowledge of plant and animal natural history. This requirement could be met by at least one year of college biology or two courses in high school biology with an emphasis on ecology and the environment.
 Basic knowledge of the plants and animals of the Ecosystem Preserve and a desire and willingness to learn more.
 Willingness to work outside in a variety of weather conditions, in and around poison ivy, thorns, and insects.
 Ability to work independently in preparing for and setting priorities among various tasks.
 Must have excellent oral and written communication skills. Stewards need to write detailed notes in the observation journal and be willing to engage and confront visitors breaking preserve use rules with diplomacy and conviction.

Benefits: Gain experience in basic land management practices, build your resume, spend time outside, learn more about God’s creation and yourself.

How to Apply: To apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve. Completed application should be emailed to Jen Howell, Land Manager at jlh89@calvin.edu. If preferred, a hard copy can be delivered to the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center.

Application Deadline: Friday, September 14, 2018