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: 1

Department: Calvin Ecosystem Preserve & Native Gardens

Locations: Bunker Interpretive Center

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

Schedule: 5 to 6 hours per week. Stewards are expected to work 2 shifts each week and shifts are scheduled between 2 and 5 pm each day of the week.

Purpose of Position (Summary): Preserve Stewards assist the Land Manager with the day-to-day onsite management of the Ecosystem Preserve & Native Gardens by walking the trails to observe and record wildlife observed, maintain trails, 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 wildlife observations made while walking the trails. This includes, but is not limited to, wildlife observed, weather data, pond depths (seasonal), maintenance needs and work completed during shift.
- Record wildlife observations on eBird and Michigan Herp Atlas databases.
• Fill outside trail brochures racks and post bulletin boards with current information about
preserve programs and rules.
• Communicate regularly with the Land 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.
- An interest in potentially pursuing a career in natural sciences or environmental field.
- 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:** Early September. Exact date announced on website each year.