



Job Description – Full Time Preserve and Program 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 1,229 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 that include community events, hikes, nature presentations, children’s field visits, family programs and more serve about 12,500 people annually.

Position Overview:

The Preserves and Programs Steward (PPS) is responsible for the volunteer program along with supporting wetland education programs, preserve stewardship, and other programmatic objectives such as citizen science projects. The PPS is responsible for creating a safe and fun environment for volunteer activities and volunteer management during LRWP’s large community-wide events including Earth Day Fort Wayne, Urban Turtle Festival and Monarch Festival. The PPS will spend half time on the property assisting with wetland restoration and stewardship activities along with tending to visitor amenities. This is a project-based full-time position that reports to Director of Preserves and Programs (DPP) for all projects and programs.

Responsibilities

(Preserve Steward 50% and Program Steward 50%)

- Manage all aspects of the volunteer program, such as recruiting, interviewing, processing, placing, and evaluating performance while working with other staff
- Manage volunteer citizen science projects and training
- Manage volunteers at major community-wide events
- Coordinate and participate in volunteer stewardship events, including group visits
- Represent LRWP at meetings with community partners
- Work closely with the Lead Preserve Steward to prioritize property stewardship projects for volunteers, such as mowing, invasive species management, and native plant establishment
- Keep visitor amenities, entrances, memorials, signs, etc... presentable
- Work closely with Wetland Educator regarding new programs, on-going events, and wetland education programs to schedule on-going volunteer needs
- Work closely with Special Projects Coordinator to disseminate information regarding preserves and programs via communication channels
- Assist with record keeping for preserve activities and programs
- Coordinate with other staff to manage facility resources
- Supervised by Director of Preserves and Programs
- 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
- Experience with volunteer coordination
- 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
- Ability to delegate tasks to other staff and volunteers
- Ability to lift up to 50 pounds
- Proven 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 Power Point 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, including applying herbicide
- Indiana Pesticide Applicator License, Category 5 is preferred
- Firefighter Type 2 – Incident Qualification Card (“Red Card”) is preferred
- Self-directed and mission driven with strong integrity and passion for the mission of LRWP
- Possess valid driver's license and dependable vehicle

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 Betsy Yankowiak, Director of Preserves and Programs at info@lrwp.org. Position opened until filled.