



## Lake George Land Conservancy Stewardship Assistant (2 positions)

JOB TITLE: Stewardship Assistant (Full Time/Seasonal)

TIME PERIOD: Position lasting 12 weeks; late May – late August (actual dates may vary)

LOCATION: Bolton Landing, New York, Lake George watershed

SUPERVISOR: Communications and Outreach Manager

### **SUMMARY OF POSITION:**

The Lake George Land Conservancy (LGLC) Stewardship Assistants will assist with the daily management and maintenance of LGLC's preserves and properties. The Lake George Land Conservancy is a nonprofit land trust dedicated to working with willing landowners to protect the world-renowned water quality of Lake George and to permanently preserve the natural, scenic and recreational resources of the Lake George region. LGLC currently maintains six preserves and properties that are open to the public with trails for passive recreational use, as well as eight conservation easement properties.

The Stewardship Assistants will be responsible for maintaining and improving the hiking trails on LGLC preserves and properties, including erosion control, clearing brush and trail marking. They will also monitor each of the properties for which LGLC holds conservation easements. The positions will conduct invasive plant management on LGLC lands (primarily common reed, purple loosestrife, garlic mustard, Japanese knotweed, and shrub honeysuckles), and will assist partner organizations, such as The Nature Conservancy and NYS Department of Environmental Conservation, around the lake in regional invasive species management projects.

The Stewardship Assistants will interact with the public and communities within the watershed through person to person contact at LGLC preserves and public recreational venues. Assistance with leading public hikes and other outings may be required. Administrative days will be used for organizing, documenting and reporting on field work, as well as the routine maintenance of tools and vehicles. The Stewardship Assistants supervise no employees but may assist LGLC staff to oversee the work of volunteers. The two Stewardship Assistant positions will work together and independently depending on the projects and requirements in the field. Work in inclement weather may be required.

### **DUTIES:**

1. Assist with the day-to-day operation and management of LGLC protected properties, including trail maintenance and boundary posting.
2. Interact with landowners, preserve visitors and event participants, represent the organization in a friendly and professional manner.
3. Assist with volunteer work days and other public events.
4. Maintain LGLC equipment and vehicle to ensure proper working condition.
5. Other stewardship duties as assigned, including potential research conducted on Dome Island, a preserve owned by The Nature Conservancy.

### **POSITION REQUIREMENTS:**

1. Qualified candidates are well organized self-starters with a demonstrable commitment to conservation issues. A valid driver's license is required. Current enrollment in or completion of an undergraduate degree in natural sciences or related field required.
2. Knowledge and identification of New York's flora and fauna (including invasive species) and field experience in land stewardship and/or outdoor recreation are strongly preferred.
3. Ability to perform tasks requiring physical exertion, in all weather conditions and on difficult and sometimes hazardous terrain.
4. Experience with and ability to safely use hand and power tools, and basic carpentry skills beneficial.
5. GPS skills and experience reading and understanding survey maps.

6. Willingness to travel throughout the Lake George watershed. Must be willing to drive own vehicle if LGLC vehicle is not available.
7. Experience with common software applications (e.g. Word, Excel, Web browsers). Experience with advanced programs such as GIS and design software preferred.
8. Ability to schedule and complete tasks independently within assigned timeframes.
9. Flexibility in working schedule; occasional weekend workday/s may be required.
10. Strong interpersonal skills; willingness to interact with the public; ability to organize and work effectively alone and with a wide variety of people. Able to communicate effectively in person and in writing.
11. Experience operating a boat and outboard motor beneficial.

**DATES & COMPENSATION:**

\$10.00/hr, 37.5 hrs/wk. Mileage reimbursement provided for work related travel in personal vehicle. Specific hours/dates are flexible. Typical work week is Monday-Friday, though some weekend days may be required. Some days may be longer than 7.5 hours depending on work location and tasks.

Housing may be available for the right candidate(s) – please inquire if interested.

**TO APPLY:**

Please submit a cover letter, resume (including relevant coursework and experience) and the names, addresses and phone numbers of three job and/or academic references by March 26, 2010. Send application via email (preferred), fax or mail to:

E-mail: [shoffman@lglc.org](mailto:shoffman@lglc.org) (state "Stewardship Assistant" in subject heading)

Sarah Hoffman  
Lake George Land Conservancy  
P.O Box 1250  
Bolton Landing, NY 12801

Fax: 518-644-9675

For inquiries or further information, contact Sarah Hoffman at 518-644-9673, or [shoffman@lglc.org](mailto:shoffman@lglc.org).

**The Lake George Land Conservancy is an Equal Opportunity Employer.**