



## 2019 Stewardship Assistant Position Description, seasonal, PT

The Stewardship Assistant (SA) position is 30 hours/week for \$12.00 an hour. The position lasts for 12 weeks, and preferably runs from May through August or early September. This position requires spending time outside in some of the best areas on Deer Isle!

### JOB SUMMARY

#### 20 hrs/wk

The Stewardship Assistant will be primarily responsible for Preserve maintenance, including mowing, weed trimming, trail work, and keeping areas free from litter. The SA will monitor and assist with repair of all “bog-bridges” on trails, maintain all signage, and ensure that all information kiosks have a supply of preserve brochures, sign-in sheets, and other handouts.

#### 10 hrs/wk

The SA will be responsible for surveying IHT properties for invasive plants. Infestations of these plants will be mapped with a hand held GPS unit. Control of invasive plants will be done as time and resources allow. Training for this will be provided.

The SA may be assigned other related duties by the Stewardship Director or Executive Director.

At all times the SA will be expected to represent IHT to the public in a helpful, respectful, and positive manner.

### JOB QUALIFICATIONS/SKILLS

- Self-motivated – will often be working alone
- Reliable vehicle a must – mileage will be provided at \$0.58 per mile.
- Willing and able to learn new skills (GPS, plant identification).
- Experience with basic hand tools (pruning saw, clippers, and loppers).
- Knowledge of or willingness to learn minimal maintenance skills, painting, etc.
- Experience with lawn mowers/trimmers/chainsaws & other power tools a plus.
- Physically able to perform varied manual labor for several hours a day in the summer.

**Send a cover letter, resume, and three references with contact information by April 15<sup>th</sup>.**

You are welcome to contact us with any questions at the number and email listed below. Applications can be submitted in person, by email, or by mail. Please submit as one document (PDF preferred if digital).

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*Island Heritage Trust is a small non-profit, contributing to the well-being of the island community by conserving its distinctive landscapes and natural resources, maintaining public access to valued trails, shoreline and islands, and by providing educational programming for all ages.*