

## Stewardship Associate 2017- Job Announcement

Acadia National Park, Bar Harbor, Maine

1 position available

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**Friends of Acadia** is accepting applications for a seasonal Stewardship Associate for 2017 in Acadia National Park. The Associate works with the Acadia National Park (ANP) Volunteer Coordinator, Friends of Acadia (FOA) Stewardship Coordinator, FOA Conservation Projects Manager, and volunteer crew leaders to conduct a volunteer stewardship program on Acadia's trails, carriage roads, and vistas, as well as other outdoor stewardship projects. The program works with drop-in and scheduled volunteers, contributing greatly to the pristine condition of ANP's trails and carriage roads.

### **Duties with the ANP Volunteer Coordinator and Stewardship Coordinator:**

1. Develops work assignments with staff for volunteer days/groups based on Park project list
2. Plans assignment calendar with volunteer crew leaders
3. Leads volunteer projects with staff and volunteers to maintain, construct, and repair Acadia's carriage roads, trails, and vistas. In addition, projects may include invasive plant management, shoreline cleanups, projects in campgrounds or picnic areas, etc.
4. Coordinates volunteer sign-in sheets and waiver forms
5. Promotes safe and satisfactory volunteer experience by providing safety training for all volunteers on best uses of tools
6. Coordinates tool distribution, collection, maintenance, inventory, ordering and cleanup
7. Prepares transportation from Park Headquarters to work site:
  - a. Plans ahead for transportation needs in accordance with schedule
  - b. Keeps vans clean, fueled and maintained for adequate transportation for the work day
  - c. Reports any problems with the volunteer transportation to ANP staff
8. Promotes broad stewardship of Acadia National Park:
  - a. Serves as roving ambassador for FOA at possible public speaking engagements
  - b. Educates volunteers about FOA/ANP partnership and opportunities for involvement
  - c. Takes photographs of work and groups
  - d. Provides a short introduction to FOA at the beginning of work sessions if applicable
9. Promotes and recruits diverse generations and abilities of volunteers to the best of ability
10. Coordinates on-site work for village connector trails with management staff as needed

**Qualifications:**

- Excellent communication and people skills
- Volunteer, natural resource, trail work, and/or manual labor work helpful
- Passion for working with volunteers in the outdoors
- Familiarity with word processing and data entry
- Patience and a sense of humor
- Flexibility to adapt to quickly changing work demands

Training will be provided for this position, but knowledge of or willingness to learn about ANP trails and carriage roads is necessary. Must be eager and capable to work hard at a socially and physically demanding job, work in inclement weather (hot, cold, or wet), and attend routine tasks.

**Requirements:** Applicants **must** pass a federal background check and have a valid driver's license for driving to job sites with company van. Certifications in basic first aid and CPR. Applicants must be capable of lifting up to 50 pounds, hiking 3 miles per day, and communicating via radio. Applicant must have appropriate personal outdoor gear.

**Period of Service:** June 3<sup>rd</sup> – November 10<sup>th</sup>, 40 hours/week, Tuesday through Saturday, some weekend and holiday work required. Applicant must be available for the entire season.

**Wages:** \$15.00-17.00/hr **Pay period:** Every two weeks. **Housing:** Applicants will be expected to find their own housing. **Work Environment:** Much of the work is performed outdoors and may involve moderate risks or discomfort. **Uniforms/Equipment:** uniform shirts, first aid kits, gloves, and some personal equipment provided.

**To Apply:** Email cover letter, resume, and references **all in PDF format** to Paige Steele at [paige@friendsofacadia.org](mailto:paige@friendsofacadia.org) . Call Friends of Acadia at (207) 288-3340 or 1-800-625-0321 with questions. Friends of Acadia is an Equal Opportunity Employer.

**Application Deadline:** February 24<sup>th</sup>, 2017

