

## Friends of Acadia

### Stewardship Assistant 2019 Position Description

Acadia National Park, Bar Harbor, Maine

2 positions available

Application Period: 12/27/2018 – 2/25/2019



Do you enjoy working on trails in beautiful places? Do you enjoy helping people connect with nature? **Friends of Acadia** is accepting applications for two seasonal Stewardship Assistants for 2019 in Acadia National Park. The assistants work with the Acadia National Park (ANP) Volunteer Coordinator, Friends of Acadia (FOA) Stewardship Coordinator, and volunteer crew leaders to conduct a fantastic 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 outstanding 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;
11. Works with FOA staff on special events such as the FOA annual meeting, benefit auction, and local parades;
12. Performs other duties as assigned.

**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:** Position (1) April 15 – November 9, 40 hours/week, Position (2) June 3 – August 23, 40 hours/week. One position will work Monday – Friday, one position will work Tuesday - Saturday, some weekend and holiday work required. Applicant must be available for the entire season; end dates can be flexible on an individual basis.

**Wages:** \$15.00/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, boots, first aid kits, gloves, and some personal equipment provided.

**To Apply:** Email cover letter, resume, and references **all in PDF format** to [Dana@friendsofacadia.org](mailto:Dana@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 25, 2019

*Friends of Acadia is an independent nonprofit organization, founded in 1986. Its mission is to preserve the outstanding natural beauty, ecological vitality and cultural distinctiveness of Acadia National Park and the surrounding communities, and thereby to ensure high quality experiences for visitors and residents.*