

Friends of Acadia

Stewardship Assistant 2021 Position Description

Acadia National Park, Bar Harbor, Maine

(1 position available)

Posted 2/17/2021



Do you enjoy working in beautiful places? Do you enjoy helping people connect with nature? **Friends of Acadia** is accepting applications for a seasonal Stewardship Assistant for 2021 in Acadia National Park. The position works with the Acadia National Park (ANP) Volunteer Coordinator and staff, Friends of Acadia (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. For 2021, the program will be greatly reduced in scale due to pandemic conditions. The stewardship assistant will manage two morning work projects per week with trained volunteer crew leaders (VCLs) from May through October. Group sizes will range from ~5 – 20 people each project.

Primary Duties:

1. Develops work assignments with staff and VCLs based on Acadia National Park's project list;
2. Leads volunteer projects with staff and VCLs 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;
3. Coordinates volunteer sign-in sheets;
4. Collects and submits program data, such as project information and number of volunteers in a day;
5. Promotes safe and satisfactory volunteer experience with tool use, driving, field work, etc;
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/ANP during trail work
 - b. Takes photographs of field work and volunteers
9. Help promote and recruit volunteers to the best of ability;
10. Coordinates on-site work for village connector trails with management staff as needed;
11. Assists FOA staff on special events such as local parades and benefit auction (very limited);
12. Co-coordinates *Take Pride In Acadia Day*, a 200+ volunteer event on November 6th, which helps the park maintain carriage roads;
13. Performs other duties as assigned.



Qualifications:

- Excellent communication and people skills
- Proven ability to be punctual and organized
- Applied knowledge of word processing and data entry
- Leadership experience managing groups in the outdoors, preferably volunteers
- Experience working manual labor, preferably on trails, using hand tools
- Flexibility to adapt to quickly changing work demands, (weather, safety, etc.)
- Willingness to learn about ANP trails and carriage roads

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.

Work Environment: Some training will be provided for this position. 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 to routine tasks. Approximately half of the work is performed outdoors and may involve moderate risks or discomfort, the other portion will be focused on administrative work to manage the volunteer program.

Period of Service: April 19 – November 10, 32 hours/week, Monday – Thursday. Very limited holiday and weekend work required, including but not limited to July 4th and November 6th, *Take Pride in Acadia Day*. Applicant must be available for the entire season. **Pay period:** Every two weeks. **Housing:** Not provided. **Transportation:** Relocation and transportation stipend may be available; please inquire with application.

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 Provided:** Shirts, boots, first aid kits, gloves, and some personal equipment.

To Apply: Email cover letter, resume, and references **all in PDF format** to 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 Period: Open until position is filled.

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.