



## Lake George Land Conservancy Stewardship Assistant (2 Positions Available)

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: Land Protection and Stewardship Specialist

### **SUMMARY OF POSITION:**

The Lake George Land Conservancy (LGLC) Stewardship Assistants will work with and under guidance from the Land Protection and Stewardship Specialist to conduct the daily management and maintenance of LGLC's preserves and properties.

Together, 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. Scouting and blazing new trails may also be required, as well as bridge and kiosk construction and installation. They will also monitor each of the properties for which LGLC holds conservation easements.

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 will 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.

Since LGLC is a small organization depending on teamwork of all staff, some administrative/project work not relating to stewardship may also be required. 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.

The positions will conduct limited invasive plant management on LGLC lands (primarily common reed, purple loosestrife, garlic mustard, Japanese knotweed, and shrub honeysuckles), and may assist partner organizations, such as The Nature Conservancy and NYS Department of Environmental Conservation, around the lake in regional invasive species management projects.

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 manages eight conservation easement properties and maintains nine preserves that are open to the public with over 25 miles of trails for passive recreational use.

### **DUTIES:**

1. Assist with the day-to-day operation and management of LGLC protected properties, including trail building and maintenance, and boundary posting.
2. Interact with landowners, preserve visitors and event participants, and represent the organization in a friendly and professional manner.
3. Assist with and lead 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 site visits to Dome Island, a preserve owned by The Nature Conservancy, and other protected lands that are restricted (not open to the public).
6. Occasional non-stewardship work will also be required on an as-needed basis.

**POSITION REQUIREMENTS:**

1. Qualified candidates are well organized self-starters with a demonstrable commitment to conservation issues. 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. A valid driver's license is required.
7. Experience with common software applications (e.g. Word, Excel, Web browsers). Experience with advanced programs such as GIS and design software desired.
8. Direct supervision is minimal. Candidates must be able to schedule and complete tasks independently within assigned timeframes.
9. Flexibility in working schedule; occasional weekend workdays will 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:**

Compensation is \$11.00-\$13.00/hr depending on experience. 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 will be required. Some days may be longer than 7.5 hours, depending on work location and tasks.

Housing may be available – 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 6, 2015.

Send application via email to:

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

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