



## Job Description

<b>Job Title:</b>	Seasonal/Summer Assistant Volunteer Trainer/Natural Resource Assistant
<b>Reports To:</b>	Natural Resource Manager and/or Volunteer Trainer
<b>FLSA Status:</b>	Seasonal/Non-exempt (Hourly)
<b>Location:</b>	Central Shop
<b>Wage Range:</b>	\$12+/hour, commensurate with experience Includes free golf, cart rental, camping, shelter rental and more!

**PURPOSE.** Under the direction of the Natural Resource Manager and in cooperation with the Volunteer Trainer, the Assistant Volunteer Trainer assumes a vital role in the training, education and supervision of volunteers in natural resource activities as identified in our natural resource management plan. Additional routine, manual natural resource tasks may be required. Employment is for an average of 10-15 hours per week, spring through fall, dependent on scheduled volunteer events, natural resource department workload and weather conditions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Clearly presents the goals of land management practices to volunteers and visitors to natural areas.
- Ability to work some evenings and Saturdays based on scheduled volunteer events.
- Assists with land restoration projects such as prescribed burning, land preparation, seed and plant collection, propagation and planting, erosion control projects, and invasive species removal.
- Assists in the training and supervision of individual and group volunteers in restoration projects such as seed and plant collection, propagation and planting, and invasive species removal.
- Works on landscape projects such as planting trees and bushes and earth moving.
- Cuts trees and brush with hand tools and power equipment.
- Performs operator maintenance on hand tools and power equipment.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures. Communicates safety requirements as appropriate to volunteers and enforces compliance.
- Maintains regular attendance and punctuality.
- Completes all other duties as assigned.

**QUALIFICATIONS.** The requirements listed are representative of the knowledge, skill, and/or ability required. Requires a valid driver's license. Must be at least 18 years old.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Knowledgeable of key plants and plant communities, as well as significant animals and animal communities preferred. Engages with volunteers in a friendly, effective, and tactful manner. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and communicates same to individual and group volunteers. Ability to work effectively and safely.

**EDUCATION and/or EXPERIENCE.** High School diploma or GED required. Basic knowledge of local flora and fauna and/or background in natural science, environmental studies, ecology, forestry, or other related field is preferred. Public speaking skills and/or experience working with volunteers in an outdoor setting is highly desirable. Some experience in manual labor and ability to use power equipment is required.

**MACHINES, TOOLS, AND EQUIPMENT.** Pickup trucks, trailers, tractors, mowers, brush chippers, chain saws, and all other related horticulture hand and power tools commonly used in lawn maintenance, land restoration, farming and small construction jobs.

**PHYSICAL DEMANDS.** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must be physically able to walk over uneven ground, off trail, carrying necessary tools and equipment, and must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT.** The employee is regularly exposed to outside weather conditions, moving mechanical parts, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals or plant materials; and risk of electrical shock. The noise level in the work environment is usually moderate.

THE FOREST PRESERVES OF WINNEBAGO COUNTY  
IS AN EQUAL OPPORTUNITY EMPLOYER