**Bur Oak Land Trust AmeriCorps Position Description**

2019-2020 Program Year

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Stewardship Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>START DATE</td>
<td>5-1-2020</td>
</tr>
<tr>
<td>TERM LENGTH</td>
<td>3 months</td>
</tr>
<tr>
<td>END DATE</td>
<td>7-31-2020</td>
</tr>
<tr>
<td>SERVICE LOCATION</td>
<td>Iowa City, IA</td>
</tr>
<tr>
<td>LIVING ALLOWANCE</td>
<td>$3,825</td>
</tr>
</tbody>
</table>

**SUBJECT TO A 3-PART CRIMINAL HISTORY CHECK**

The mission of Bur Oak Land Trust is to protect and conserve natural areas to enrich and engage current and future generations. The Stewardship Technician will play an integral role on Bur Oak Land Trust’s stewardship team implementing aspects of numerous restoration projects, controlling invasive species across our 3-county service area, and improving nature preserve infrastructure including trail maintenance and design. As such, the ability to perform well both on a team and independently is crucial.

We will ensure the Bur Oak Land Trust AmeriCorps member receives a well-rounded term of service, gains experience in nearly all aspects of nature preserve management, and an extensive introduction to non-profit land trust organizations.

The Stewardship Technician crew member will improve the ecology and sustainability of Bur Oak Land Trust’s nature preserves and its partner organization’s natural lands by spending a majority of their time in the field performing on-the-ground work. Any given day may be extremely physically challenging.

Applications and directions are available at [bur oaklandtrust.org](http://bur oaklandtrust.org).

The deadline to submit an application is March 13, 2020.

**POSITION DUTIES AND RESPONSIBILITIES:**

**Habitat Restoration**
- Conduct prescribed burns on prairie and woodland habitat
- Remove trees to increase light penetration
- Plant native trees and shrubs, and seed native grass and forb

**Invasive Species Management**
- Implement control methods at 11 properties to target invasive species through mechanical and chemical removal systems including chain-sawing and brush-cutting (safety training provided)
- Partner with other staff and volunteers to remove invasive vegetation during scheduled volunteer work days on nature preserves

**Infrastructure Improvement**
- Install preserve infrastructure including signs, gates, boardwalks and kiosks
- Maintain trails of encroaching vegetation, overhanging trees, ruts, erosion or other trail issues
PROGRAM REQUIREMENTS:
● Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
● Conduct at least 1 presentation to community groups about Bur Oak Land Trust AmeriCorps
● Provide regular project updates and photos for the website
● Represent yourself as a Bur Oak Land Trust AmeriCorps member at all times
● Attend required trainings provided by the AmeriCorps Program Director

QUALIFICATIONS:
✓ Computer efficiency (typing, email, word processing, Excel)
✓ Must be able to pass a background check*
✓ Must be a U.S. citizen, national, or lawful permanent resident alien
✓ Must be at least 17 years old at the start of service term
✓ Commitment to conserving natural Midwestern habitats

Preferred Qualifications
● Experience with handheld GPS devices and power tools
● Experience working with volunteers
● Field experience and familiarity with Iowa flora and fauna
● Experience with prescribed fire
● Excellent verbal and written communication

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties. This is a 40-hour per week position that runs from **May 1 to July 31, 2020.** Benefits include a $3,825 living stipend, an education award upon successful completion of the term of service, and deferment of qualified student loans.

**Reasonable accommodations:** If you need to make a request for a reasonable accommodation due to a disability, please contact AmeriCorps Program Director Meredith Roemerman at 319-338-7030 or meredith@buroaklandtrust.org.

*Registered sex offenders are not eligible for AmeriCorps positions. Individuals with murder convictions are also ineligible.*