



JOB DESCRIPTION

Reserve Steward

The Couchiching Conservancy

Reports to: Conserved Lands Manager (CLM)
Location: Orillia, Ontario
Duration: Full-Time Permanent
Wages & Benefits: \$24.10/ hr for a 37.5 hr work week & employee benefits plan

The Couchiching Conservancy is a non-profit charitable land trust with 50 nature reserves and easements currently under our care. The Conservancy's mandate is to protect the special natural features of the Couchiching region for present and future generations, and we achieve this goal through acquisition of land and stewardship projects on both public and private land. Since 1993 we have helped to protect 14,935 acres in our region, and continue to grow.

We are seeking a Reserve Steward to work independently and collaboratively with our staff and volunteer stewardship teams. The Reserve Steward's focus is on day-to-day protection and maintenance of our nature reserves and easements, and coordination of stewardship projects with volunteers in the field.

Key Responsibilities:

- Work with the CLM to initiate and manage projects to achieve property management goals.
- Respond to property maintenance, incursion, and liability issues.
- Work with the CLM to develop & coordinate our Invasive Species strategy and action plan.
- Recruit, train & coordinate volunteers for the land stewardship, invasive species, species-at-risk and property maintenance programs.
- Supervise summer staff in trail maintenance and invasive species control projects
- Erect and maintain property signs and boundary signs
- Oversee contractors for maintenance projects such as fence and water system repairs and danger trees on public trails
- Oversee contractors for approximately five Habitat Offset projects

- Maintain equipment and supplies & keep tool shed organized.
- Collaborate with the stewardship team to maintain species records and manage data
- Generate reports, and other documents related to land stewardship as required
- Lead the occasional property tour & public speaking event, and support Conservancy events such as the Annual General Meeting
- Other duties as required

Skills and Qualifications Sought:

1. Diploma or degree in Ecosystem Management or equivalent
2. A passion for land conservation and being outdoors
3. Forestry and light construction skills including chainsaw certification
4. Training and experience in the identification & control of invasive species
5. Comfort using GPS and basic digital map making skills
6. Experience building and maintaining public walking trails
7. Ability to work independently both in the field and office
8. Experience working with volunteers
9. Physically fit and comfortable in the wilderness
10. Excellent oral and written communication skills
11. Well-organized and able to manage time effectively
12. Experience in the use of Microsoft Office & electronic messaging

A valid Ontario driver's licence and access to a reliable vehicle in order to make site visits and attend meetings and events is required.

Assets:

- Experience developing stewardship programs involving volunteers
- Environmental Education experience
- Pesticide Applicator's License re Invasive Species work
- A valid First Aid certificate
- Photography & Video Editing
- Knowledge of Environmental Non-Profits and Land Trusts

Working Conditions:

- Daytime, Monday to Friday, with occasional evenings and weekends
- Work in remote and rugged areas on CC owned and managed properties
- Primarily outdoor field work with some office work
- Prefer that you are based in the Couchiching region or nearby, due to extensive field work required

- Access to CC benefits as a full-time employee
- Travel required to visit CC managed properties and attend meetings and events

Please submit your resume and cover letter to dorthea@couchconservancy.ca by Friday April 12, 2024 at 4 pm.