

## **Position:** *Administrative Stewardship Chair*

**Purpose:** Help us fulfill our most important role as an organization by coordinating our volunteer stewardship monitoring program for over 60 properties and by working closely with our volunteer Stewardship Chair.

### **Responsibilities:**

- Coordinate twice yearly monitoring, spring and fall, of our properties by our volunteer stewards.
- Serve as a member of our Stewardship Committee which meets approximately four times each year.
- Communicate with approximately 20 monitoring stewards each monitoring season by email, providing monitoring materials and reminders.
- Review and summarize monitoring reports and share with Stewardship Committee.
- Work with Stewardship Committee to prioritize, budget and track property maintenance.
- Help recruit stewards and communicate with stewards.
- Maintain property files with monitoring reports and maintenance records.
- Help plan stewardship training, invasive plant education and stewardship recognition.
- Help improve current stewardship procedures to address land trust accreditation standards and insurance requirements.
- Optional: lead stewardship projects or provide individual on-site stewardship monitor training

### **Qualifications:**

- Good reporting and organizational skills.
- Enjoy working with volunteers and with computers.
- Familiarity with or willingness to learn Microsoft Excel.
- Have computer, internet access and email.
- Ability to take digital photographs, scan and/or transmit photos electronically is a plus.
- Have an interest in protecting and preserving the natural environment of our community

**Time commitment:** Approximately twenty hours per monitoring cycle and two hours per committee meeting.

**Training:** An individual orientation will be provided to further describe position expectations, goals, and reporting procedures. A complete list of our properties is online at [www.blct.org](http://www.blct.org). We have set up an Excel spreadsheet of our properties and stewards.

**Supervision:** Due to the importance of this role, supervision will be provided to the extent needed until the volunteer is comfortable coordinating the monitoring program. Our volunteers, especially our Stewardship Chair will always be available via phone and email or in person to answer questions.

**Benefits:** This outdoor-optional role is perfect for an arm-chair environmentalist, for someone who needs flexibility in scheduling volunteer time or prefers a role with well-defined time commitment. Learn about our organization while coordinating our monitors. Have fun working

with volunteer monitoring stewards, thinking up creative ways to thank them for their efforts and learning about the many properties under our permanent protection.