



## Van Buren Conservation District

### Seasonal Conservation Associate

Updated: 2022

**Position Description:** The Van Buren Conservation District (VBCD) is seeking to hire a part-time (up to 20 hours per week) Seasonal Conservation Associate (SCA). This position serves Van Buren County and is housed in the Van Buren County USDA Office. The SCA is responsible for supporting the seasonal, educational efforts of the VBCD. The SCA will be responsible for helping with the VBCD's educational program partnerships with Wolf Lake State Fish Hatchery and Lawton Community Schools and the Van Buren District Library and with other VBCD efforts as needed. The SCA reports directly to the Administrator and Deputy Administrator. The workload is performed in an office setting and in the field.

Responsibilities & Duties:

#### **Educational Program Responsibilities:**

- Coordinate, gather, and distribute program materials
- Plan and facilitate small group activities during program days
- Support and conduct naturalist education programs in partnership with senior VBCD staff members and partnering organizations
- Greet, assist, and answer questions from program participants
- Assume responsibility for each participant's safety and health, assuring them a pleasant experience

#### **General VBCD Responsibilities:**

- Attend and participate in all VBCD Staff Meetings
- Provide requested information and photographs for monthly board reports, financial documentation, and outreach materials
- Provide support for other Van Buren Conservation District programs, projects, and events as assigned

**Details:** Wages will be commensurate with education and experience and range from \$15 to \$17 per hour. The VBCD is housed out of the Van Buren County USDA Center at 1035 E. Michigan Ave. Paw Paw, MI 49079. The standard work week for the SCA is 8:00 AM - 2:00 PM, Monday - Thursday. Some weeks may be adjusted based on events. Seasonal positions are not eligible for benefits except those required by law.

#### **Education, Knowledge, & Experience:**

- Must be able to negotiate hilly terrain, rustic trails, and walk a few miles per day and possess the stamina to carry out educational programs in hot and humid Michigan climate over an extended period of time
- Must be able to lift and carry up to 40 lbs.
- Must possess visual and auditory ability to identify and respond to environmental and other hazards related to camp activity
- Must have a commitment to uphold a strong environmental ethic



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- Preference given to those with an educational background and/or work experience in natural resources or environmental studies
- Preference given to those who are well organized, motivated, and able to communicate with a wide variety of individuals, comfortable with public speaking
- Preference given to those who work well on a team, are also self-motivated, driven, and able to work and perform tasks without step by step management
- Preference given to those who have experience collaborating, developing, and delivering education programs to a variety of audiences in diverse settings
- Must pass a Federal Background Security Check
- Must obtain and maintain a valid Michigan Driver's License

**To Apply:** Interested applicants must submit: a cover letter, resume, unofficial transcripts, and a list of at least three (3) references, (all documents must be in PDF form and file name must begin with applicants last name) to: [info@vanburencd.org](mailto:info@vanburencd.org) or mail to: Van Buren Conservation District, 1035 E. Michigan Ave., Paw Paw, MI 49079. Official transcripts may be requested at the time of an interview.

**Deadline to Apply:** To be determined \*or until filled

**Equal Opportunity Employer:** The Van Buren Conservation District is an affirmative-action, equal-opportunity employer. VBCD programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. The VBCD collectively acknowledges that its offices and gatherings occupy the ancestral, traditional and contemporary Lands of the Council of the Three Fires – the Ojibwe, the Odawa, and the Potawatomi, ceded in multiple historic treaties. Through this acknowledgement, we recognize, support and advocate for the sovereignty of Michigan's twelve federally-recognized Indian nations, and for historic Indigenous communities and individuals. The VBCD is committed to our obligations to those communities. The process of knowing and acknowledging the land we stand on is a way of honoring and expressing gratitude for the ancestral people who stewarded this land before us and their descendants who steward this land today.