



**Meridian Township Parks & Recreation Department**  
**Assistant Stewardship Coordinator Job Description (SEASONAL/PART TIME)**

**Overview:** Meridian Township Parks and Recreation Department provides a park or natural area within a 15-20 minute walk of every resident. The parks system consists of over 904 acres spread throughout 29 parks, as well as 20 miles of trails. The Township also consists of 23 land preserves covering 956 acres of land. The Land Preservation Program was established in 2000 to acquire, preserve, and protect natural areas throughout the Township. Since that time the Land Preservation Advisory Board and staff has worked hard to acquire the land. Program goals for 2023 are to develop stewardship and management plans for each site, as well as begin the journey of active management. Our active management currently includes invasive species management, prescribed burn management, native plant restoration through planting, and native seed collection. The Meridian Conservation Corps is the Township's volunteer group that assists staff with all stewardship activities through scheduled workdays and events.

The *Assistant Stewardship Coordinator* will report to the Land Stewardship Coordinator. The Stewardship Coordinator is responsible for developing, and implementing land management in order to advance conservation and ecosystem health for all 1,860 acres of Township land, as well as expand volunteer engagement. The primary responsibility of the *Assistant Stewardship Coordinator* is to aid the Land Stewardship Coordinator in carrying out land management & stewardship of natural areas throughout the Township Parks & Preserves system. They will also aid the Stewardship Coordinator in organizing and implementing Meridian Township's Urban Deer Management Program that takes place from August through February.

**Job Duties:**

The primary responsibility will be to aid the Land Stewardship Coordinator in the implementation of land management and stewardship on Township land.

A majority of work will focus on invasive species management and monitoring, as well as Planting a Native Meridian (native plant restoration program). Management and Stewardship activities the Assistant Stewardship Coordinator will assist with and be responsible for:

- a. Restoration projects in priority areas, such as invasive species treatment and removal, as well as native plant restoration (seed collection, processing, seed sowing and transplanting sites).
- b. GIS mapping and inventory of invasive species infestations throughout parks and preserves for treatment plans and long-term monitoring.
- c. Aid the Stewardship Coordinator in using this information to create priority areas of management and long term management plans.

**(continued on next page)**

- d. Assist with Stewardship Workdays, and other Meridian Conservation Corps programs; guiding volunteers, showing proper tool use and management techniques.
- e. Aids in the implementation of the Township's Urban Deer Management Program. Record keeping and creation of program statistics are required through the months of October – February of each year.
- f. Help create outreach materials and resources for the Meridian Conservation Corps programs, to expand community outreach.
- g. Perform general maintenance and cleaning of tools, equipment and work area.
- h. Attend Land Preservation Advisory Board meetings when deemed necessary.

**Work Environment and Physical Demands:** The Assistant Stewardship Coordinator will spend 60% of their time in the field, and 40% in the office. This will remain flexible and could change due to adverse and/or favorable weather conditions. Outdoor work is a requirement and candidates must be able to traverse rough terrain and navigate dense vegetation in all weather conditions. Applicants must be able to lift 50 pounds without injury and be prepared for physically demanding work. Prior experience with power tools is preferred. Applicant must be willing to use weed whippers, hedge trimmers, pole saws, hand tools (loppers, saws) & apply herbicide.

**Desired Qualifications:**

- In possession of, or working toward a degree in Natural Resource Management, Fisheries and Wildlife, Biology, Forestry, or Parks & Recreation Management
- Possession of MDARD Commercial Pesticide Applicator License (not a pre-employment requirement)
- Knowledge of local flora and fauna and basic land management techniques
- Knowledge of common invasive species, and/or experience eradicating and treating invasive species
- Experience working with people and/or volunteers to accomplish a common goal
- Proficiency and confidence during public speaking

**Required Qualifications:**

- A passion for the outdoors, conservation and sustainable management of natural resources
- A drive to create stronger connections and sustainability within communities
- A team player who is flexible and can adapt quickly to unexpected situations
- Demonstrates a positive attitude and kindness to others

**Time Period of Position:**

- 40 hours/week (hours will be reduced to a max of 20 hours per week September-April)
- Hours will generally be Monday - Friday, with intermittent weekend work required.

**Compensation:**

- \$16/hour