



POSITION DESCRIPTION

Updated March 1, 2018

POSITION TITLE: Stewardship Assistant

TYPE: Part-time, variable hours, depending on secured funding

HOURLY RATE: \$17.00 per hour

REPORTS TO: Stewardship Coordinator

BENEFITS: This position is part-time. There is no sick leave, holiday pay or vacation pay. Medical, dental, vision, and retirement benefits are not provided.

Putah Creek Council is a small organization that takes a team approach to its work. Our current stewardship and education programs focus on engaging community volunteers in habitat planting events, creek cleanups, growing and tending native plants from local sources for planting in our watershed and providing both classroom and outdoor education opportunities for children, youth and adults.

As part of the Putah Creek Council staff team, the Stewardship Assistant (SA) performs a variety of stewardship program support duties to ensure effective delivery of the Stewardship Program. The SA leads, and assists in the planning of, volunteer events at the Putah Creek Nursery and at various active project sites in the Putah-Cache watershed.

Office duties take place in the Putah Creek Council office in Winters. Volunteer events take place at the Putah Creek Nursery, located at the Lewis A. Moran Reforestation Facility in Davis, and at various locations in Yolo and Solano Counties.

Main work hours will be scheduled outside of normal business hours when community stewardship events take place (weekday evenings 5:30 - 8:30 pm, Saturday mornings 8:30 am - 12:30 pm). Some work will be scheduled during regular business hours (Monday - Friday 9 am - 5 pm).

RESPONSIBILITIES

- Assist with planning and preparation for volunteer events
- Assemble event supplies and tools
- Lead and document volunteers events
- Conduct post-event wrap-up
- Maintain tools and equipment
- Accurately and clearly articulate the mission of Putah Creek Council and professionally represent the organization in all public settings
- Other stewardship program duties as assigned

REQUIRED QUALIFICATIONS

- High School diploma and at least one year of relevant work experience required
- Experience working in a native plant nursery
- Experience with habitat restoration activities, including plant and irrigation installation
- Basic knowledge of the principles of plant propagation and care
- Basic knowledge of native plants of the Putah-Cache watershed
- Excellent verbal and written communication skills
- Ability to work harmoniously with and communicate effectively as part of a team as well as independently
- Strong time management skills
- Current First Aid certification

- A valid driver's license, liability insurance, and good driving record
- Ability to pass a background check

DESIRED SKILLS

- A passion for nature and teaching children, youth and adults about the natural world and the importance of Putah Creek to the communities of Davis and Winters and others in our region
- A demonstrated history of volunteerism and a commitment to environmental stewardship
- Ability to successfully lead and engage volunteers of all ages

PHYSICAL REQUIREMENTS

This position takes place primarily in outdoor settings in all types of weather conditions. Outdoor field work may involve bending, stooping, kneeling and reaching, walking over uneven terrain, up/down steep hills and steep canyons, or other similar physical activity while carrying equipment, and occasional lifting of up to 50 pounds.

Work will begin the week of March 19. Work hours are variable and on-call dependent on event calendar. Prior to June, approximately one event occurs every other week; After June, one to three events occur per week.

HOW TO APPLY

Open until filled. Complete the included "Stewardship Assistant Application" and email, along with resume, to Amy Williams, amy@putahcreekcouncil.org.

Putah Creek Council is an equal opportunity employer. Candidates will be evaluated without discrimination based on race, color, religion, sex, pregnancy, gender identity, sexual orientation, age, national origin, politics, marital status, disability or genetic information.



STEWARDSHIP ASSISTANT APPLICATION

Please refer to the Stewardship Assistant Position Description for details concerning this position. Contact Amy Williams, Putah Creek Council Stewardship Coordinator, with any questions: amy@putahcreekcouncil.org

Name	
Email Address	
Phone Number	
Education Level	
Do you have a valid driver's license, liability insurance, and a good driving record?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain):
Do you have a current First Aid certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain):
Please describe your experience working with volunteers.	
Please describe your experience in the field of ecological restoration.	
Please describe your experience in a native plant nursery setting.	

Please indicate hours/days you anticipate being available in Feb. - May:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Please indicate hours/days you anticipate being available in June - August:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Do you meet the physical requirements stated in the position description?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain):						

Please list two references with contact information.	1. 2.
Please list additional experience, education, and certifications that are relevant to this position.	
BY SIGNING AND DATING THIS APPLICATION, YOU CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND TRUTHFUL.	
Signature	
Date	

Please save this document with your name in the description (e.g. "Stewardship Assistant Application Your Name") and email, along with a resume, to:

Amy Williams, Putah Creek Council Stewardship Coordinator
 amy@putahcreekcouncil.org

Thank you for your interest!