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## **Young Conservation Stewards Program Coordinator Job Description**

### **OVERVIEW**

Athens Land Trust has an opening for an exciting and important position – Young Conservation Stewards Program Coordinator ("YCS Coordinator", "the Coordinator"). We are seeking an educator who is interested in being a positive role model for high school students and engaging them in conservation, habitat restoration, and community development. The ideal candidate will be flexible, self-directed, and have experience working with teenagers in an after-school setting.

### **Qualities and Qualifications:**

Knowledge of or willingness to obtain:

- General knowledge of the various types of invasive plant species that affect and/or threaten the Georgia Piedmont landscape.
- Principles, practices, and methods of invasive plant species mitigation and prevention
- Principles of youth leadership and training.

Experience with:

- Managing and supporting the safety of youth from under-resourced communities and/or historically marginalized populations
- Crew management and achieving on-the-ground outcomes
- Grant reporting and/or project tracking; able to apply strong computer, organizational, and time management skills
- Creating effective outreach opportunities for youth

Ability to:

- Work with very limited supervision, being resourceful and self-motivated, and motivating others' success
- Confidently lead groups in education and volunteer activities
- Work outside under various weather conditions
- Lift up to 50 lbs

### **JOB RESPONSIBILITIES**

The YCS Coordinator will be responsible for the safety and education of youth Stewards while supporting programmatic outcomes related to ecological restoration of Memorial Park and future work sites on Athens-Clarke County public land to be determined. The Coordinator will work under the supervision of ALT's Conservation Director to lead up to five youth community members for a Spring, Summer and Fall session . The Coordinator will work together with the crew members ("Stewards") to aid in the identification and removal of invasive species and restoration of native species on project sites in coordination with Athens-Clarke County Office of Sustainability. Other Coordinator responsibilities include partner communication, organizing educational opportunities, and empowering youth to become the next generation of conservationists and community leaders.

**Specific duties and responsibilities include:**

- Ensure safety and provide consistent leadership for Stewards
- Work with project partners to coordinate opportunities for education for Stewards
- Maintain and facilitate replacement or care for Steward's tools and protective apparel
- Work with Stewards to ID and remove invasive plant species
- Work with Stewards to plan and implement trail building and trail maintenance
- Plan and implement volunteer workdays to replant and restore ecological function of native riparian habitat following invasive removal

**Additional Requirements Applicable to All ALT Employees**

- Maintain regular office hours to answer email and phone inquiries, contribute to emerging projects, and coordinate with fellow staff, etc.
- Contribute to quarterly newsletters, monthly and annual reports, brochures and other educational materials as related to program(s) of primary responsibility as well as overall organization
- Attend weekly staff meetings and prepare detailed timesheets
- Be part of a team—provide support for all staff members in their respective duties

This is a full-time position at \$20/hr, plus benefits. Please send a letter of interest and resume to Emmanuel Stone at [emmanuel@athenslandtrust.org](mailto:emmanuel@athenslandtrust.org)

**Athens Land Trust Non-discrimination statement**

*Athens Land Trust is committed to equal employment opportunity. Athens Land Trust does not discriminate against individuals on the basis of race, color, sex, religious creed, marital status, age, national origin or ancestry, physical disability, mental disability, medical condition, veteran status, military service, sexual orientation, gender identity, gender expression or any other basis protected by federal or state law. Athens Land Trust will ensure that all laws prohibiting discrimination are fully implemented in all our working relationships.*

**Athens Land Trust Statement on Inclusion**

*At Athens Land Trust a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. Athens Land Trust believes that the wide array of perspectives resulting from diversity and inclusion allows our organization to be more effective and is committed to creating that diversity from the board through the staff.*