

## **Field Crew Leader 2010 Job Description**

**Core Responsibilities:** Field crew leaders work with the Acadia National Park (ANP) volunteer coordinator and Friends of Acadia (FOA) volunteer crew leaders and projects coordinator, to conduct a volunteer stewardship program on Acadia's trails, carriage roads, and vistas, as well as other outdoor stewardship projects.

### **Duties:**

- Work closely with the FOA projects coordinator to creatively plan and manage priorities of volunteer program.
- Lead volunteer maintenance, construction, and repair efforts on Acadia's carriage roads, trails, vistas and other stewardship projects in cooperation with volunteer crew leaders. Plan assignment calendar for volunteer crew leaders. Discuss daily assignments with individual volunteer crew leaders and get feedback.
- Develop work assignments for volunteer days and volunteer groups based on park project list, as developed by and working with ANP volunteer coordinator. In addition to trail and carriage road stewardship, projects also may include invasive plant management, shoreline cleanups, and work projects in campgrounds or picnic areas.
- Coordinate on-site work for village connector trails in coordination with FOA projects coordinator and ANP volunteer coordinator, as arranged.
- Coordinate tool distribution, collection, maintenance, inventory, ordering and cleanup. Promote safe and satisfactory volunteer experience by providing safety training for all volunteers on best uses of tools.
- Keep vans clean and plan ahead for adequate transportation for the work day. Report any problems with the volunteer transportation to the ANP volunteer coordinator.
- Promote rewarding volunteer experience by explaining value and impact of volunteer stewardship at the beginning of each work session, describing how program fits into the larger stewardship picture of the FOA mission.
- Promote diverse generations of volunteerism by working with ANP volunteer coordinator to ensure that the volunteer experience is appropriate for the ages and abilities of volunteers. Plan ahead for large groups and families with younger children. Ensure proper supervision of children. Think of alternative activities to engage youth who may not be strongly interested in volunteering.
- Coordinate volunteer sign-in sheets and waiver forms; maintain work log of projects completed and planned. Compile monthly volunteer activity reports for FOA and ANP, including accomplishments, number of volunteers and volunteer work hours.

- Creatively and actively recruit volunteers by, among other means, developing, updating, and distributing signs, brochures, schedule of weekly work locations, posters and telephone messages as requested by FOA and ANP.
- Communicate weekly with FOA projects coordinator about the volunteer schedule, number, and names of groups.
- Promote broad stewardship of Acadia by serving as roving ambassador for Friends of Acadia, distributing information about FOA and membership to volunteers and other interested parties and providing introduction at the beginning of each work session. Efforts might also include speaking engagements at area service groups.
- Plan and coordinate volunteer recognition and appreciation program with FOA projects coordinator and ANP volunteer coordinator, including preparing thank-you letters for each volunteer or each group at the end of each month, or as arranged with FOA projects coordinator.

**Qualifications:**

Experience working with volunteers, professional groups, and the general public. Experience with youth groups helpful. Ability to motivate and inspire teams. Experience working on trails. Strong leadership and people skills are required. Eagerness to work hard at physically and socially demanding job, which may involve lifting 50 pounds, hiking 3 miles per day, and working in inclement weather (hot, cold, or wet). A strong commitment to the stewardship of natural resources. Sense of humor and imperturbable patience. Flexibility to adapt to quickly changing work demands and schedules and to prepare for anything on a given day. Experience in first aid preferable. Willingness to learn chain sawing fundamentals and possible certification in the application of herbicides. Must pass National Park Service background and security check

**Term of Employment:**

May - November, with varied schedule, Monday - Saturday, but not more than 980 hours per year.

**Wages:** Competitive in Maine nonprofit market.

Send cover letter and resume preferably via e-mail by 2/26/10, to [sheree@friendsofacadia.org](mailto:sheree@friendsofacadia.org), or by mail to Sheree Castonguay, Friends of Acadia, P.O. Box 45, Bar Harbor, ME 04609.

**Work Environment:** The Field Crew Leader office is based at Acadia National Park Headquarters. Most of the work will be outdoors.

**Report to:** Friends of Acadia projects coordinator