

Conservation District Seasonal Staff

Term: March 10 - June/July 2025
Wage range: \$17.50/hour - \$20/hour
Posted: January 2025

The Washtenaw County Conservation District (WCCD) is a local government agency that assists residents and landowners with the conservation, management, and wise use of natural resources. We assist Washtenaw County residents through countywide resource assessments, conservation resource distributions, conservation education, and one-on-one technical assistance.

POSITION DESCRIPTION:

The WCCD Seasonal Staff position provides a professional development opportunity to work within the fields of natural resources conservation through involvement with a variety of the WCCD residential programs and events. The position will assist the WCCD staff, primarily the Residential programs team led by the Resource Specialist and Community Forester, with coordinating and facilitating events, performing field work, and community engagement.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Support Conservation Resources Sales & Distributions

- Assist in coordination, preparation, and operations of the annual plant sale distribution events, Spring Tree Sale: April 16-19 & Native Plant Expo: June 5-7.
- Assist in ongoing resource sale distributions & office order fulfillment, including the Spring Rain Barrel distribution on March 24.

2. Community Education and Engagement

- Promote and represent the WCCD at our events and partner events, such as Rain Garden/Native Plant Swaps.
- Assist with planning, preparation, coordinating and clean-up of events.
- Design promotional materials and video editing.
- Provide technical support for Zoom webinars & attendee moderation.

3. Conservation Tool & Equipment Coordination

- Manage Tool Lending Library loans from the office, including educating residents on tool use, cleaning, and rental procedures.
- Supporting maintenance of tools & equipment.

4. Field Experience and Career Networking

- Represent the WCCD at township and partner organization meetings..
- Assist various WCCD staff with farm and natural areas site visits.

5. Website Content Creation & Marketing

- Support the website content creation & maintenance.

6. General Duties

- Attend and participate in regular staff meetings.
- Complete other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. Desired experience in one or all the following: event & volunteer coordination, loan facilitation, webinar support, video editing, website management, and public speaking.
2. Valid driver's license
3. Reliable personal transportation for required occasional travel to event and field locations around the county.

DESIRED ABILITIES & SKILLS:

1. Strong social and interpersonal skills.
2. Very strong communication skills: both written and verbal.
3. Entrepreneurial ethic: ability to learn quickly and problem solve creatively.
4. Able to complete work on time independently and as part of a team.
5. Excellent organizational and time management skills.
6. Able to work with discipline within a hybrid remote working environment.
7. Excellent computer skills are required. Computer workstation will be provided, including a laptop with Microsoft operating system & software. Experience with any of the following is helpful, but not required:
 - a. Applications: ArcGIS, Excel, Asana task management, Zoom webinars, Canva, Adobe Premiere Pro (video editing)
 - b. Platforms: Drupal, Shopify, myTurn.com
8. Able to work cooperatively with district personnel and other agencies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk; use hands; reach with arms; lift and/or move light to heavy items (up to 40 pounds), including group or solo event/presentation setup and clean-up. The employee is occasionally required to stoop, kneel, crouch, or crawl.
2. Occasional outdoor fieldwork may be required, with potential exposure to heat, cold, inclement weather, stinging and biting insects, rash inducing plants, uneven terrain, moving mechanical parts and/or machinery, and loud noises.
3. Ability to work in-person at the office to assist with answering calls and walk-ins from the public as well as capacity to work remotely (strong internet connection, quiet workspace, self-discipline, etc.).

SALARY, BENEFITS, WORK HOURS, LOCATION

This position will be based at the Washtenaw County Conservation District office located in Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor 48103, MI. Most work time will be at the main WCCD office with the possibility for some remote (home) office work

and field work.

The position is a FLSA non-exempt, temporary, part-time position (estimated three to four 8-hour days per week). Hourly compensation at \$17.50/hour - \$20/hour, based on experience. Typical work hours will be Monday-Friday, 8:00am - 4:30pm. Some evening and weekend work is required. The position will begin in March 10 and end in late June or July of 2025, depending on hours worked, with the possibility of extending longer pending additional funding.

ABOUT THE WCCD

The WCCD is a local government agency and has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes.

TO APPLY

Please submit a short cover letter, resume, and contact information for two professional references by email to Resource Specialist, Doug Reith, doug@washtenawcd.org by 4:30 p.m. on February 19th. Please combine all application materials into one PDF file for review and state "Application - WCCD Seasonal Staff" in the email subject line. Contact us at the above email address with any questions related to the position.

To obtain further information about the Washtenaw County Conservation District visit our website at: www.washtenawcd.org

The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factor.