

SOMERSET COUNTY PARK COMMISSION
Job Description



Position: Environmental Stewardship Coordinator
Division/Dept: Leisure Services Division/Environmental Science
Grade: Exempt – Grade 11

General statement of work

Under the supervision of the Manager of Environmental Science, coordinate and produce environmental, historical, and cultural events, programs, and exhibits. Oversee land management of 500 acres of parkland and make recommendations to Manager on environmentally sensitive issues such as invasive plant species removal, meadow management, and habitat restoration.

The Environmental Science Department is based out of the Environmental Education Center (EEC) located at 190 Lord Stirling Road in Basking Ridge, NJ. The EEC offers a dynamic work environment with friendly, creative, and knowledgeable staff. The EEC is nestled within the western portion of the Great Swamp Basin of the Passaic River. There are more than nine miles of hiking trails through diverse habitats consisting of swamp, forest, pond, and meadows. This year-round Center offers hundreds of hours of educational programming and special events for participants of all ages.

Duties

1. Design, plan, and deliver special events and various public education programs specific to environmental, historical, and cultural topics. Communicate information between program participants and Environmental Science department staff.
2. Manage land and wildlife within park boundaries, including but not limited to invasive species removal, native species planting, prescribed burns, habitat restoration, and deer management. Coordinate with outside organizations for scientific research projects.
3. Organize, lead, and assist with corporate volunteer workdays and scout projects.
4. Schedule and setup temporary exhibits on loan or to be displayed at the Environmental Education Center.
5. Curate the Great Swamp Experience exhibit; troubleshoot and provide ongoing maintenance.

6. Coordinate preparation of event and program press releases; assist with design of brochures and promotional materials related to special events and hiking trail maps. Serve as print shop liaison for Environmental Science department by placing orders and picking up printed material.
7. Oversee audio/visual equipment. Provide photographic and video support to Environmental Science department staff. Set up audio/visual equipment for room rental groups upon request.
8. Maintain library books and periodicals; order new materials as needed.
9. Assist with hosting the front desk, greeting customers, answering telephones, and registering program participants on an as needed basis.
10. Provide planning and implementation support for special projects as requested by Manager.
11. Present a positive image as a Park Commission representative to all facility users and the public.
12. Follow Park Commission policies and procedures.
13. Perform other duties as assigned by the Park Commission.

Qualifications

Bachelor of Arts or Science degree from an accredited college or institution of higher education in the field of life science, ecology, earth sciences, natural resource management, or other natural history curricula. Degrees in other fields acceptable provided applicant has experience, training or supplementary education in life sciences. Minimum of three years experience in natural resource management, research and/or field techniques.

Thorough knowledge of environmental and ecological concepts and land management issues; ability to work with the public involving people of all ages; ability to utilize computers; basic knowledge of handling administrative matters in the absence of direct supervision; strong planning, designing, and organizational skills. Work also performed in the field in varying weather conditions and habitats. Ability to lift, move, and/or transport materials that weigh up to 30 pounds. Ability to adjust work schedule as required for the efficient operation of facilities and programs. Must have a valid driver's license. Must have, or be willing to obtain, a NJ pesticide license.

Compensation

Position is full-time with a starting salary of \$40,800 plus medical benefits.

To Apply

Send application, cover letter, and resume to Human Resources.

Somerset County Park Commission

Human Resources

P.O. Box 5327

North Branch, NJ 08876

dmumgelter@scparks.org

For more information or questions call 908.722.1200 ext. 5239. To ensure your information has been received a follow up phone call is strongly recommended.

Somerset County Park Commission is an equal opportunity employer.