



**Flat Rock Brook Nature Association**  
443 Van Nostrand Avenue, Englewood NJ 07631  
201-567-1265 • Fax 201-567-0399 • [www.flatrockbrook.org](http://www.flatrockbrook.org)

## **Job Description Land Steward**

**General Description:** The Land Steward position is responsible for assisting with land management efforts for Flat Rock Brook. Land stewardship tasks will be completed under the supervision of the Land Manager and may include trail maintenance, land management and building & picnic area maintenance.

**Time Commitment:** 20 hours/week on average, variable depending on time of year, and some evenings and weekends as needed

### **Trail Maintenance:**

- Clear and maintain hiking trails as directed by the Land Manager
- Install, maintain and repair structures as needed (water bars, storm drains, fences, bridges)
- Perform weekly monitoring of all trails and fences. Remove hazards from trails; raised roots, stumps, rocks etc.
- Woodchip appropriate trails and playground
- Work with volunteer groups as needed to maintain trail system and improve wildlife habitat

### **Land Management:**

- Maintain meadows as needed and native plantings around the property
- Conduct invasive plant species control in coordination with the Land Manager. Help train volunteers to identify and remove invasive species
- Assist in the maintenance of the deer enclosure
- Maintain trail cameras and process trail camera pictures for park usage and wildlife tracking
- Perform hazardous tree assessments and removals
- Assist with deer drives as needed

### **Building & Picnic Area Maintenance:**

- Coordinate landscape maintenance around headquarters building, Native Habitat Gardens, and Jones Road Picnic Area
- Maintain the picnic area building, storeroom, restrooms, playspace, tables, benches, outdoor classroom, kiosks and structural amenities
- Monitor and maintain Nature Center, out-structures and garage, including fire safety, electrical components, plumbing, exhibits, HVAC, general repairs
- Maintain in good working condition all hand tools, power tools, utility vehicles, etc.
- Ensure parking lot is safe and functional, update markers and barriers as needed.
- Empty and prepare for disposal all trash/recycling

**Miscellaneous:**

- Monitor and help renters who contract with the Nature Center, including on evenings and weekends
- Have or obtain necessary certifications/ licenses (herbicide treatment, chainsaw safety, hazardous tree assessment etc.)
- Care for and handle animal ambassadors including reptiles, amphibians, invertebrates and birds of prey
- Provide necessary information and statistics to the Land Manager for reporting
- Maintain and care for the educational displays throughout the Nature Center building and preserve
- Articulate the Flat Rock Brook mission to the community
- Assist staff and Board Committees in the coordination and execution of large public events
- Table at area events, both virtual and in-person, to promote the nature center
- Assist with other duties as necessary

**Qualifications**

- Basic carpentry skills, experience in trail maintenance and use of power tools/equipment
- Ability to work independently and to supervise volunteers
- Good computer skills, and familiarity with GPS/GIS a plus
- Experience in deer management and invasive species control a plus
- Ability to work with volunteers, government entities, peer organizations, and research institutions is a requirement
- Current First Aid/ CPR/ Wilderness First Aid certification or ability to obtain
- Background check/ criminal history check required
- Certifications/willingness to obtain certifications necessary to complete job responsibilities
- Three years of experience in a related position at a park or nature center setting preferred
- Valid driver's license and reliable transportation
- Candidate must be willing to work on Saturdays and occasional evenings

**Reporting Procedure**

The Land Steward reports to the Land Manager who reports to the Program Director.

**Expected Start Date:** February 2022

**Salary:** Commensurate with experience

**Benefits:** Pro-rated vacation, personal, and sick time. Retirement plan with organizational matching available.

**Contact:** Send cover letter and resume to: Rachel McGovern, Program Director  
Flat Rock Brook Nature Association  
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Englewood, NJ 07631  
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