



THOUSAND ISLANDS LAND TRUST JOB DESCRIPTION –Stewardship Intern

Background: The Thousand Islands Land Trust (TILT) is a regional community-based nonprofit organization founded in 1984 and incorporated as an independent, nonprofit 501(c)3 organization in 1985.

TILT's mission is to conserve the natural beauty, diverse wildlife habitats, water quality and outdoor recreation opportunities of the Thousand Islands region, for present and future generations.

TILT works with private landowners, community and government leaders, and various conservation partners to conserve flora and fauna, water and air quality, and our region's important environmental features. The goal of TILT's work is a greater quality of life, an improved foundation for the economy, and an enhanced environment.

Since 1984, TILT has helped lead land conservation efforts in the Thousand Islands. Today, TILT protects over 8,200 acres of sensitive habitat, which supports the overall health of the St. Lawrence River ecosystem.

TILT was awarded National Accreditation by the Land Trust Accreditation Commission in 2009, and Reaccreditation in 2014.

Job Description:

The Thousand Islands Land Trust (TILT) is hiring a seasonal Stewardship Intern to assist with a diverse set of tasks relating to volunteer coordination, land stewardship, and community education. This position will involve both field and office work. The intern will assist with the recruitment, training and management of volunteers in order to aid the organization in its mission to conserve and preserve our natural resources. In addition, the intern will be responsible for assisting staff with conservation land management projects; helping to manage and maintain all TILT-owned lands and recreational trails; assisting with outreach through TILTreks, Stewardship Days, and Volunteer Appreciation event; and office support as needed. Summer staff has the opportunity to learn about the workings of a land trust, become familiar with local ecology, and gain experience in land stewardship and management techniques.

The Stewardship Intern of the Thousand Islands Land Trust (TILT) is an exempt, hourly, seasonal paid position that reports jointly to the Stewardship Coordinator and Stewardship Volunteer Program Coordinator. Responsibilities include, but are not limited to the following –

Duties and Responsibilities:

1. Research, develop and maintain lists of potential volunteer groups and individuals
2. Help manage volunteer outreach using social networking tools such as Facebook, Twitter, Craigslist, Idealist.org, and VolunteerMatch.com
3. Strategize methods to retain existing volunteers and assess ways to establish new volunteers
4. Prepare appropriate materials for mailing or website posting

5. Seek out and attend community events and speaking engagements in order to recruit program volunteers
6. Reply to volunteer inquiries
7. Assist with planning, organization and implementation of volunteer events and trainings
8. Assist with data entry and ensure data quality of volunteer information
9. Assist staff as needed

Requirements and Basic Qualifications:

1. Ability to work closely with volunteers in a professional manner
2. Positive work ethic and ability to motivate others
3. Ability to work independently and as part of a team
4. Effective verbal and written communication skills
5. Strong organizational and time management skills
6. Experience teaching children and/or adults and strong public speaking skills
7. Trail building experience and knowledge
8. Knowledge of New York State aquatic and terrestrial invasive species desirable
9. Willingness to perform moderately strenuous manual labor in an outdoor setting
10. Proficiency in MS Office Suite
11. Availability to work some nights and weekends
12. Valid Driver's license

Working Conditions:

The Stewardship Intern will work outdoors and participate in trail walks and trail maintenance. Activities will occur on varied terrain and in variable weather conditions. Knowledge of the St. Lawrence River and boating experience is a plus.

Dates, hours and compensation:

The Stewardship Intern will work approximately 35 to 40 hours a week for 12 weeks between June and August. Exact start and end dates are flexible. Some weekend and evening hours are required. Some local travel is required. Wages will be based on skills and experience.

To Apply

Applications are annually due by March 15th, but will be reviewed as received, starting January 1st.

Applications should include a cover letter describing your interest and qualifications, a resume, and a completed job application with writing sample. Please send to Brandon Hollis, Stewardship Coordinator, at bhollis@tilandtrust.org or Thousand Islands Land Trust, P.O. Box 238, Clayton NY 13624. In order to expedite the internal sorting and reviewing process, please write your name (Last, First) and Stewardship Intern as the subject line of your e-mail. More information about the Thousand Islands Land Trust may be found at: www.TILandTrust.org . No phone calls or faxes, please.