



THOUSAND ISLANDS LAND TRUST JOB DESCRIPTION – Zenda Land Manager

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 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.

Since 1984, TILT has helped lead land conservation efforts in the Thousand Islands. Today, TILT protects over 15,000 acres of sensitive habitat, which supports the overall health of the St. Lawrence River ecosystem.

Job Description: The Zenda Land Manager assists TILT's Stewardship Staff in the overall management and maintenance of Zenda Farm Preserve. During summer months, TILT opens the trails and parts of the Zenda facility to the public. The Land Manager plays a critical role in the upkeep and appearance of Zenda Farms, while helping ensure safe and open to the public.

The Zenda Land Manager of the Thousand Islands Land Trust is a seasonal, hourly paid position that reports to TILT's Stewardship Director. The Land Manager's seasonal employment begins mid-April and ends Mid-October.

The Zenda Land Manager will be responsible for planning the summer work schedule, performing equipment maintenance, and assisting the Stewardship Director/Conservations Land Manager with other land management tasks.

Responsibilities include, but are not limited to the following:

Work Responsibilities:

Land & Facility Management/Stewardship

1. Conduct weekly/bi-weekly mowing and all general landscaping to maintain the current appearance of Zenda Farms and to maintain the current trail network
2. Perform maintenance and upkeep Zenda buildings
3. Maintain TILT's signs, kiosks and other property infrastructure
4. Work with staff and volunteers on all projects and events that take place at Zenda Farms
5. Assist TILT stewardship staff with the management and maintenance of all equipment
6. Coordinate and establish a supply list and inventory for Zenda Farms and the Stewardship equipment, manage the use and stocking of parts and consumable product
7. Monitor, document and report property changes and necessary management activities to the Stewardship Director
8. Coordinate the fuel delivery and other equipment or supply deliveries to Zenda Farms
9. Assist TILT staff with stewardship projects such as tree plantings, wildlife habitat improvement, invasive plant removal/control
10. Assist with the Summer Land Steward Program

Qualifications:

The ability to coordinate tasks, accommodate schedule changes due to weather, and supervise will be critical to the success of the Zenda Land Manager. Basic orientation to the work and to TILT properties and equipment will be provided, but the Zenda Land Manager will be expected to have the following skills:

1. Good verbal communications accompanied by effective interpersonal skills
2. Experience operating and maintaining the following equipment: power tools, chain saw, brush saw, tow trailers, tractor, brush mower, ATV, and excavator
3. Experience maintaining shop inventory and ordering repair parts
4. Experience with facilities maintenance basic repair or service of utilities
5. Experience working in the field, alone and with others
6. Basic carpentry and painting skills
7. The ability to motivate others
8. Ability to work in varying weather conditions
9. Applicants must be 21 years or older and have supervisory experience
10. Good basic boating skills and experience navigating the St. Lawrence River desired
11. Must have a valid driver's license and reliable transportation

Working Conditions:

The work schedule will be weather dependent, but will generally involve outdoor work at varying sites throughout the Thousand Islands. Activities will occur on varied terrain and in variable weather conditions.

Dates, Hours and Compensation:

The Zenda Land Manager will work approximately 35 to 40 hours a week from mid-April to mid-October. Exact start and end dates to be determined at employment. Some weekend and evening hours are required. Some local travel is required. Hourly rate will start at \$23/hr.

To Apply

Applications are due by March 31st, but will be reviewed as received. Applications should include an individual's qualifications and past work experiences and/or a resume. Please send all required materials to Ken Nims, Stewardship Director, at knims@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 Land Manager as the subject line of your e-mail.

More information about the Thousand Islands Land Trust may be found at: TILandTrust.org . Or by calling our office at (315)-686-5345.