



KACHEMAK HERITAGE LAND TRUST

315 Klondike Avenue • Homer, AK 99603 • (907) 235-5263 • www.kachemaklandtrust.org

Conserving the natural heritage of the Kenai Peninsula for future generations



Seasonal Stewardship Staff

\$23-26/hr DOE

15-30 hours per week (negotiable based on availability), not to exceed 325 hours total
Flexible schedule during the regular work week (M-F, 9-5) with occasional weekend work

Position open until hired, for work beginning mid-May through mid-September unless
maximum hours reached sooner

Minimum Requirements

- Positive attitude, self-directed, reliable, efficient, diligent, passionate about KHLT's mission, and a team-player.
- Ability to strictly follow safety protocols and procedures is required. This position involves field work in remote areas of Alaska. First aid certification required within first month.
- Ability to hike in remote rugged terrain with 30lb backpack in all types of weather conditions.
- Ability to safely lift at least 40lbs.
- Comfortable working with volunteers and paying special attention to the comfort and safety of all participants.
- Proficiency with power tools (i.e., chainsaws, weedwhackers, carpentry tools) and hand tools for trail maintenance.
- Excellent communication skills, including face-to-face interpersonal skills. The ability to effectively communicate in a professional, cooperative, tactful, personable, and often confidential manner with a variety of individuals, including coworkers, colleagues, landowners, contractors, Board and Committee members, and the general public.
- Work and/or internship experience in similar role preferred.
- Current driver's license and reliable transportation for getting to work and traveling to work sites when the KHLT truck is not available (mileage reimbursed).

Duties and responsibilities

- Maintain KHLT's Calvin & Coyle, Poopdeck, and Effler Trails
 - Understand and comply with conservation purposes and restrictions on the properties
 - Regularly trim brush to maintain open trail corridor
 - Remove fallen and hazard trees from trails
 - Maintain gravel Poopdeck Trail for ADA accessibility, including weeding and repairing of gravel tread in coordination with the City of Homer
 - Maintain bridges, benches, and drainage systems on Poopdeck Trail
 - Maintain and construct new boardwalks and bridges at Calvin & Coyle Trail
 - Recruit and manage volunteer trail crews
 - Clean and repair interpretive signs and kiosks
 - Clean up garbage along trail corridors as needed
 - Remove graffiti as needed
 - Update temporary and permanent signage as needed
 - Remove invasive species as assigned
- Annual Conservation Property Monitoring
 - Accompany Stewardship Manager on site visits for annual monitoring and other conservation activities
 - Lead annual monitoring site visits on select properties as assigned, accompanied by a volunteer
 - Complete detailed, thorough, accurate, and timely monitoring reports
 - Complete field checklist and safety communications protocol prior to monitoring visits and remote field activities
- Conservation Property Management
 - Install metal posts with boundary signage in select locations
 - Install aluminum KHLT Preserve markers along boundaries of remote properties
- Assist Stewardship Director and Stewardship Manager as assigned. This may include, but is not limited to, the following tasks:
 - Participate in field projects such as streambank restoration or invasive species removal
 - Assist with building/property maintenance
 - Occasional printing, filing, and other recordkeeping tasks
- Clean office building as part of regular staff rotation
- Collect and haul office recycling as part of regular staff rotation
- KHLT truck cleaning and maintenance as needed

- Maintain accurate and up-to-date checklists in Monday.com task management software
- Other duties as assigned.

This position reports to the Stewardship Manager and works closely with them to prioritize tasks and create work plans. Job duties are almost entirely outdoors and are physically demanding. Applicants must be physically fit and capable of managing their schedule to allow for adequate rest and recovery from hard physical work. Flexible hours allow for scheduling in tandem with another job, but we request a minimum of 15 hours per week on average, primarily Monday through Friday with occasional weekends possible for certain projects.

Applications will be accepted and reviewed on a rolling basis until the position is filled. Please email a cover letter, resume, and three references to Operations Manager, Hayley Patton, at Hayley@kachemaklandtrust.org. KHLT is committed to equal employment opportunity. No phone calls, please.