



VOLUNTEER JOB DESCRIPTION

TITLE: *Albany Pine Bush Volunteer Preserve Steward*
SUPERVISOR: Albany Pine Bush Preserve Steward
LOCATION: Region of the Albany Pine Bush Preserve to be determined

The APB Volunteer Preserve Steward is an important and greatly appreciated volunteer position, essential to maintaining the integrity of the Albany Pine Bush Preserve as a unique natural area. Consisting of approximately 3,200 acres, the Albany Pine Bush is divided into ten regions of various sizes. The Preserve supports a globally rare Pine Bush ecosystem and provides valuable open space and a recreational resource for the public. Over 20 miles of trails throughout the Preserve provide opportunities for the public to enjoy the diversity of plant and animal life in the Pine Bush. The Preserve is being actively managed and research projects are taking place on Preserve lands as well. The APB Volunteer Preserve Steward monitors their region of the Preserve for problems, maintains preserve trails, and undertakes site management duties as required. The APB Volunteer Preserve Steward works in cooperation with the Preserve Stewardship staff and supervises other volunteers as needed.

DUTIES OF THE APB VOLUNTEER PRESERVE STEWARD

1. Visit your assigned Albany Pine Bush Preserve region at least twice a month to check for inappropriate use, identify needs and generally be an APB presence.
2. Maintain trails, replace trail markers, re-stock trail box forms and maps, as needed. Keep a log and report findings and send trail box forms to APB stewardship staff monthly.
3. Walk posted boundaries once annually. Work with Preserve Stewardship staff to maintain boundary signs and report encroachments.
4. Lead at least 2 Volunteer Conservation Days a year and participate in other volunteer events (ie the Lupine Festival). Volunteer Preserve Stewards are responsible for some preparation work related to the Volunteer Conservation Day including site work and obtaining paperwork and tools required for the work day. At the beginning of each Conservation Day, introduce the values and mission of the Albany Pine Bush Preserve, review preserve safety guidelines and emergency procedures with volunteer participants and make sure that each volunteer participant fills out an information form and signs a liability and release form.
5. Help recruit volunteers for scheduled workdays.

6. Inform Stewardship staff of trespass or illegal use of the Preserve.
7. As available, assist Preserve Stewardship staff with other Preserve projects when requested.

JOB REQUIREMENTS

1. Commitment to the mission of the Albany Pine Bush Preserve.
2. Demonstrated interpersonal and leadership skills.
3. Availability for at least two weekend days from March-November.
4. Sufficient physical fitness to walk preserve grounds, occasionally off trails.
- 5. Willingness to make a minimum one year commitment.**

CONTACT:

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