



Volunteer Preserve Steward

Name: _____ Committed Preserve(s): _____

Position Overview: Assist IHT staff with preserve maintenance.

Key Responsibilities:

- Make regular visits to the preserve (ideally weekly or bi-weekly) to be our “eyes and ears” for identifying management issues that need to be addressed.
- Report any issues with the parking area, kiosk, beaches, trails (such as directional signage, blowdowns, bog-bridging). Make Stewardship Director aware of any storm damage or vandalism as soon as possible and assist with repairs where possible.
- Remove litter from parking area and trails.
- Pick-up fallen branches from trails and, if possible, clear small blowdowns with hand tools. Mark locations of large blowdowns on map and send to Stewardship Director.
- Trim back trails as necessary, following IHT guidelines:
 - Trails are generally kept narrow (3 feet wide) to maintain habitat and the visitor’s experience of nature. (There are exceptions to this such as at Scott’s Landing and Lily Pond Park.)
 - Try to make cuts flush with the ground and do not leave pointed tripping hazards.
 - When possible, trim small branches that have extended into the trail corridor at their base (branch collar).
- Check to make sure appropriate signage is in place (staff will keep volunteer stewards up to date on what signs should be present)
- Re-stock dog waste bags (where applicable)
- Disperse any campfire rings (primarily an issue on IHT’s beaches and Settlement Quarry)
- Check-in periodically with Stewardship Director & report volunteer hours through IHT website



Key Responsibilities (continued):

Depending on time, skills and interest, Volunteer Preserve Stewards may also assist staff with:

- Repainting trail blazes
- Repairing/replacing bog bridging
- Controlling non-native, invasive plants
- Digging out trailheads after snowplowing at parking areas
- Conducting or assisting staff with annual monitoring visit

Training: Orientation session with our Stewardship Director

*(**Since group trainings are not advisable at the moment, IHT staff will meet prospective volunteer preserve stewards for a physically distanced orientation at the preserve.)*

Report To: Stewardship Director and Outreach Manager

Commitment: (Check one or the other) **Year-round:** ____ **Seasonal:** ____

Skills & Preserve Specific Responsibilities:

- Able to walk rugged and varied terrain.
- Able to pick up trash, remove debris from trails, and cut & saw vegetation using hand tools (loppers, pruners, handsaw).
- Have a friendly personality, be safety conscious and willing to be an IHT ambassador on the trails.
- Preserve specific responsibilities will be discussed during the on-site orientation.