

Job Title: Assistant Volunteer Coordinator and Sawyer

Job Code: Forestry and Volunteer Programming

Supervisor: Angie Busby

Department: Natural Resources

Date prepared: 3/16/22

To apply: Email your resume to Angie Busby at angie@calwood.org

If you have questions about this job posting: Email Angie Busby at angie@calwood.org

POSITION PURPOSE

- This is a full-time, seasonal position (April thru November) working with/leading volunteer groups at Cal-Wood Education Center.
- When not working with volunteers, this person will be a sawyer assisting in forest management operations on property.

ESSENTIAL DUTIES/ RESPONSIBILITES

Include the following.

- Lead volunteer groups of 3 to 100 people on a wide-variety of projects.
 - Projects could include fire restoration, trail maintenance and construction, forestry management, wildlife management, invasive species removal, maintenance projects, road work, Homestead repairs, greenhouse work, and more.
 - Coordinate with the Natural Resources Manager on what projects will be completed with each group.
 - Maintain a safe environment for volunteers.
 - Teach educational component to each volunteer group project.
- Inventory, check in/out, and repair a wide variety of tools that are used in land management activities.
- Collect data (waivers, projects completed information, number of people, demographics, time on project, etc.) from volunteer projects and turn that information into the Natural Resources Manager in a timely manner.
- Sawyer work on forest management activities with at least one more Cal-Wood employee.
 - Operates a chainsaw in a safe manner
 - Follows all OSHA safety requirements and wears the necessary safety equipment
 - Repairs and sharpens chainsaws on a daily basis
 - Falls trees in a safe manner in a wide variety of conditions
 - Ability to follow forest management tree cutting guidelines
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Previous experience working in forestry, silviculture, forest ecology or fire ecology, with agencies at the local, state or federal levels.
- Minimum two years of sawyer work experience.
- Minimum two years' experience working with, managing, educating, and training volunteers.

Skills/ Knowledge:

Has learned the basic skills and routine tasks necessary.

- Knowledge of power tools and hand tools necessary.
- Sawyer

Language Ability:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. A

Personal Competencies:

- Willingly shares skills and knowledge.
- Effectively gives and receives feedback.
- Strong work ethic, be organized and have the ability to work in a fast paced setting both independently and on teams.
- Ability to communicate information clearly and concisely, develop reports and present information both orally and in writing.

Computer Skills:

- Experience with Microsoft Office suite (Word, Excel, Outlook), Google Drive and Adobe Acrobat.
- Experience with ESRI GIS products is preferred. Some experience with ArcCollector for ArcGIS is very helpful.

Certificates and Licenses:

- S130/190 Wildfire Certificate
- S212 or Equivalent Sawyer Certificate
- CPR/AED/First Aid Certified (can receive at Cal-Wood)
- Stop the Bleed Certified (can receive at Cal-Wood)
- Wilderness First Responder preferred but not required

Education:

- Bachelor's degree or higher in environmental science, forestry, fire ecology, or a related field.
- One (1) plus years of experience as a sawyer and/or chainsaw operations.
- One (1) plus years of experience leading volunteer group projects.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Ability to work with limited supervision and work well within a team.
- Ability to be a leader and be comfortable leading a wide range of age groups on volunteers in all types of weather/work environments.
- Must be willing and able to work outside which may involve inclement weather work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to lift 50-100 pounds repeatedly during the course of a workday.
- This position will perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials in all types of weather.

Compensation and benefits:

- 40 hours of work per week
- No housing is provided.
- Starting pay is \$18/hour.
- Some weekend work will be required
- This position is eligible for Cal-Wood benefits (medical, dental, vision, and life insurance), a Simple IRA plan, vacation time, sick leave time, and holiday pay.