

Ohio Natural Areas & Preserves Association (ONAPA) 2019 Contract Position: Stewardship Assistant (SA)

This contract position is designed to assist ONAPA with stewardship activities including habitat management on nature preserves, preserve monitoring (status review of preserves not visited regularly by DNAP), rare plant monitoring with DNAP and USFWS, and other assigned activities such as database management. Specific activities will be assigned weekly/monthly by Vice-President, Jennifer Windus. These activities will provide an individual recently graduated from college with excellent field experience and good contacts for future full-time employment.

POSITION DESCRIPTION:

- Individual may work 10-20 hours a week for a 6-month period (1-3 days per week); work may be flexible in case assistance is needed for more than 2 days in a given week (e.g., Eastern prairie fringed orchid surveys). The six-month contract period will likely be April/May – October/November (~25 weeks for 300-400 hours total).
- Most work will be done with others, but there may be some preserve visits conducted on your own with your own vehicle. Some invasive plant control may be done on your own at designated preserves in central Ohio (e.g., garlic mustard or other invasives at Knox Woods). This work will be conducted in cooperation with DNAP and with direction from ONAPA.
- Individual must report his/her duties weekly, with a final report to the Board at the end of the 6-month period. The SA may attend Board meetings in August and November, providing updates on progress.
- Work on preserves will generally be within a 2-hour radius of central Ohio, unless transportation is provided by ONAPA or DNAP.
- ONAPA will provide a contract payment of \$5,000 to the SA, with no additional expenses reimbursed. Payments will be made 3-4 times during the 6-month period, including an initial payment. A final payment will be made after satisfactory completion of the contract, with submission of a satisfactory final report.
- The SA must be signed up as a DNAP volunteer, so that he/she is covered by worker's compensation when working on state nature preserves.
- ONAPA will prepare a contract for the individual as a contractor of ONAPA. The individual will not be an employee of ONAPA.
- Ideally, ONAPA is looking for an individual recently graduated from an Ohio college program with a biology/botany/natural resources major, or significant course work in these areas.

STEWARDSHIP ASSISTANT DUTIES:

- Assist with ONAPA Stewardship Projects on preserves, in coordination with Jennifer Windus & Tim Snyder, when available (see schedule on ONAPA website).
- Assist with rare plant survey and monitoring projects in cooperation with DNAP & USFWS, as directed by Jennifer Windus.
- Conduct preserve visits to report on preserve status, per ONAPA Preserve Monitoring guidelines; these visits will be determined by Jennifer Windus, in cooperation with other ONAPA coordinators & DNAP.
- Conduct invasive plant control work on selected preserves within 2 hours of central Ohio (e.g., Knox Woods, Milford Center Prairie, Prairie Road Fen, and other preserves or natural areas).
- Assist with ONAPA website & Facebook page, as well as volunteer database management as needed.
- Other duties as assigned by ONAPA.

NOTE: ONAPA = Ohio Natural Areas & Preserves Association; DNAP = ODNR Division of Natural Areas & Preserves; USFWS = US Fish & Wildlife Service.