



MOHONK PRESERVE

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www.mohonkpreserve.org

JOB DESCRIPTION DIRECTOR OF STEWARDSHIP

Job Classification: Department Director; Regular; Exempt

Time: Full-time – 100%

Responsibilities:

The Director of Stewardship is a senior level manager responsible for providing the vision and leadership for land, facilities, and visitor stewardship at the Preserve. Responsibilities include strategic planning, managing, budgeting, and implementing the overall Stewardship program. The Director integrates with the Preserve's Management Team to assure a cohesive delivery of the Preserve's mission. The Director works to promote stewardship and conservation awareness in the community, build support for projects, identify and pursue project funding opportunities, assist in stewardship grant proposals, and participate in other inter-departmental Preserve initiatives. The Director reports to the Vice President and CFO.

Supervises:

- Chief Ranger
- Associate Director of Visitor Services
- Associate Director of Facilities & Grounds
- Has department oversight of the Rangers, Trailhead Assistants (TAs), Stewardship/Facilities staff, Interns and Volunteers

The Director also performs stewardship work in close cooperation with the Director of Education, the Director of Conservation Science, and the Director of Land Protection.

Job Duties:

Natural Resource Management

- Oversee and update, in coordination with the Director of Conservation Science and Director of Land Protection, the Land Management Plan, Unit Management Plans, and Field & Vista Management Plans.
- Plan and implement applied natural resource management initiatives including but not limited to vista management, watershed planning, trail proposals/design & assessment; field mowing; prescribed fire management, applied forest management.
- In collaboration with Director of Land Protection, perform routine patrol of the Preserve's facilities, grounds, remote areas and boundaries as necessary.
- Maintain cooperative relations with agencies of the State and Local government.
- Cooperate with public safety officials in emergency response situations such as search and rescue and fire-fighting, etc.

Facilities Oversight, Planning and Management

- As Project Manager, oversee site analysis, planning and design for all facilities' projects on Preserve owned lands;
- Establish and implement annual Preserve facilities work plan and budget;

- Analyze cost/benefit and discern which projects should be done in-house or by outside contract;
- Ensure regular maintenance of facilities, carriage roads, trails, entry facilities, including upkeep of road and trail surfaces, and erosion control;
- Oversee and schedule the planned purchase and/or replacement of the vehicle fleet and stewardship equipment;
- Ensure and monitor compliance with safety codes and standards and ensure proper training for the safe operation of equipment and work methods;
- Oversee security and fire safety equipment for all facilities; oversee facility emergency response procedures;
- Coordinate tenants, farm, and house leases;
- Assess feasibility and cost/benefit of green and sustainable design, energy usage, and carbon footprint in all aspects of facilities and equipment planning, management, and operations.

Member and General Public Management

- Oversee and support the Chief Ranger in prioritizing, planning, scheduling and supervising all full-time and seasonal rangers in patrol, stewardship services, support to other departments, and trainings;
- Oversee and support the Associate Director of Visitor Services with the management of the Visitor Center front desk and store, the trailheads, and public uses of the Preserve and Pavilion like film shoots, races, weddings, and other events; also management of the climbing guides and related climbing policies.

Outreach and Collaboration with Partners, Alliances and Neighbors

- Promote land conservation and stewardship techniques through participation in the Shawangunk Ridge Biodiversity Partnership, Shawangunk Mountain Scenic Byway, and others as appropriate and communicate the economic benefits of land conservation to local communities.

Administrative

- Oversee the regular planning, operations and stewardship of the Preserve's land and other natural resources to protect the Shawangunk Mountains region and to provide for proper and safe use by members and the general public;
- Oversee the long term planning, maintenance, and operations of facilities, carriage roads, trails and related infrastructure, and vehicle and equipment fleet;
- Maintains and updates policies, manuals, and procedures by working collaboratively with staff and committees; this includes workplace safety standards and building security;
- Ensure stewardship staff, rangers and TA's scheduling, deployment, and teamwork for productivity and project completion;
- Prepare, submit and manage annual budget, evaluation reports, and other information as required;
- Maintain complete files on relevant stewardship activities;
- Collaborate with the Manager of Grants and Development staff to secure funds for stewardship, ranger services, visitor services and natural resources management projects;
- Coordinate the Stewardship and Facilities Committees including compiling agenda, preparing presentations and delivery of meeting minutes;
- Take a lead role on the Shawangunk Ridge Biodiversity Partnership (SRBP) and work with other public and private partnerships for regional conservation.
- Conduct and manage cooperative relations with outside agencies of the State, County, local municipalities and civic groups on matters of mutual interest or concern;
- Represent the Preserve with the VP & CFO on the joint Executive Committee with the AAC that governs the campground;
- Attend and participate in Board, committee, staff and other meetings as requested by the VP/CFO;
- Other duties and projects as assigned by Vice President & CFO.

- Oversee regular maintenance of foot trails, public walkways, directional and trail signage, and support snow removal;
- Oversee accurate collection of fees from members and day-users and ensure assistance and information is provided as requested, informing visitors of their privileges and responsibilities while on Preserve lands as well as guide them to a great experience on the Preserve.

Qualifications:

- Bachelor's Degree in Natural Resource Management, Forestry, Environmental Science or similar field, Master's Degree preferred;
- Minimum five years' experience in park management leading teams and managing land stewardship programs with a non-profit land trust or public park with high public visitation;
- Experience in natural resources management.
- Knowledge of land trust project funding, natural resource conservation, ecosystem restoration, invasive species management and land management;
- Superior supervisory/people management skills, including ability to lead and motivate staff and volunteers;
- Ability to read and interpret architectural, engineering, CAD and/or shop drawings;
- Strong computer skills including Microsoft Office, Microsoft Project (or similar), database, and presentation techniques.
- Wilderness First Aid and CPR certification;
- Search and Rescue (SAR) skills; Incident Command Structure;
- Knowledge (or willingness to learn quickly) the cultural and natural history of the area and the Preserve;
- Ability to work cooperatively with other professionals and the community at large;
- Ability to set and implement priorities, manage multiple projects, and evaluate project success;
- Outstanding interpersonal, communication, and presentation skills (written and oral);
- Helpful to be able to navigate and traverse deep back country, off-trail land conditions, sometimes extremely rugged mountain terrain in all weather conditions.
- Willingness to work irregular hours, including some weekends, evenings, and/or holidays.