



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserving the beauty and biodiversity of the earth and to providing programs so that children may know the wonder and joy of nature.

THE POSITION

Unique opportunity to reside at the Pioneertown Mountains Preserve, a 25,000-acre nature preserve located 10 miles northwest of Yucca Valley, CA. The position entails performing land stewardship, public contact, maintenance, and habitat restoration.

A love of the outdoors, a basic knowledge of ecology, enjoyment of people, and the ability to hike up to three miles are necessary. The steward will be responsible for maintaining positive, professional relationships with local residents, community and conservation groups, and educational and business entities, while promoting the dual mission of TWC. The work is primarily outdoors in all weather conditions, and requires regular and punctual attendance, including weekend work.

ESSENTIAL FUNCTIONS

Effectively relate TWC's dual mission to the general public and interact positively with visitors, residents and community groups. Greets hikers and other visitors, provides access and information to the general public, ensures their safety and enforces Preserve rules and regulations.

Oversees security of the main gate, is responsible for resetting the combination lock, and ensuring the gate is locked during closed hours.

Inspects grounds for hazards, removes litter upon discovery, conducts security and safety checks on premises and reports conditions to the Preserve Manager as appropriate.

Provides protection and security to the land and its resources; assists with emergency scenarios, may have interactions with trespassers, illegal hunters, or people dumping trash. Uses Authority of the Resource techniques during such interactions, and contacts law enforcement or the Preserve Manager when appropriate.

Performs landscaping and grounds maintenance work; mowing, removing weeds, planting, and trimming trees, bushes, and plants as directed. Performs maintenance and repairs to preserve hiking trails and trail signage as needed. Reports necessary facility repairs to the Preserve Manager upon discovery.

Assists in habitat restoration programs for native vegetation and eradication of invasive species.

Keeps all workshop areas clean and orderly; operates and maintains equipment safely. Follows proper safety standards, practices, and procedures at all times.

Assists with volunteer recruitment and coordination.

Assists with maintaining the preserve species list and game camera operation.

Performs other duties relating to land stewardship as assigned, including shifts at neighboring TWC preserves

QUALIFICATIONS

- Ability to reside in TWC-provided housing at the Pioneertown Mountains Preserve.
- Passionate about the outdoors and has a personal dedication to environmental conservation.
- Communicate effectively with the public
- Ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards. Pass Live Scan criminal history background check and drug screen.

COMPETENCY REQUIREMENT

- Principles of ecology, plant taxonomy, natural history and habitat restoration in the high desert region.

- Grounds equipment operation and maintenance procedures.
- Excellent communication skills; effectively use leadership and decision-making techniques; Work with minimal direct supervision.
- Use basic computer applications: online timekeeping system, e-mail, and Google G Suite.

PHYSICAL DEMANDS

- Perform work outdoors in all weather conditions.
- Use power tools. Perform all landscape maintenance tasks, including operating weed eaters, mowers, chainsaw, pole saw, and hedgetrimmers. Hand weed, use a rake, shovel, and dig.
- Operate a motor vehicle and pull a trailer.
- Ability to hike 6.5 miles over uneven terrain. Lift, carry, pull, and push a minimum of 25 pounds. Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, and seeing.

COMPENSATION

\$20.00 per hour, with \$465.00 deducted from each bi-weekly paycheck for rent. For the months where there are three paychecks, there will be no deduction on the third check of the month. *Please note that the rent deduction is subject to change when there is a change to minimum wage or the Department of Industrial Relations makes a change. In accordance with California's pay transparency requirements, the pay scale for the position is \$20 an hour.*

CLASSIFICATION

Part-time, non-exempt, at-will. Scheduled hours on average will be 16 hours per work week, with a 32-hour-per-pay-period requirement for the rent deduction. Part-time employees are eligible for the part-time benefits package, which includes employee assistance program (EAP), 401(k), paid sick, bereavement, and jury duty, and other unpaid time off as required by the law.

EQUAL OPPORTUNITY EMPLOYMENT

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship (including those who hold a drivers license granted under vehicle code 12801.9), physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employee's right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason. Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment or interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

HOW TO APPLY

To be considered for this position, email your cover letter expressing why you make the ideal candidate along with your resume to jobs@wildlandsconservancy.org.