

Position Announcement - Seasonal

Title

Community Forestry Assistant- hiring 3 positions

Status

Non-exempt (hourly) seasonal position (May-November 2023). Offering full- and part-time schedules; see below.

Hourly Pay

\$19.00-20.00 per hour

Location

Jefferson County, Colorado

Closing Date

Open until filled

Organization Overview

Established in 1942, Jefferson Conservation District (JCD), a political subdivision of the State of Colorado, provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Current programs focus on forest restoration, wildfire mitigation, and noxious weed management. JCD is overseen by a volunteer Board of Supervisors.

Position Overview

This position will assist with the operation of community slash collection yards around Jefferson County where local residents and contractors will drop off slash (*ie*, tree limbs) and woody biomass generated by forest thinning and wildfire mitigation efforts. See the program website [here](#).

Essential Duties

Operate Slash Yards

- Open/close the yard daily
- Greet the public, accurately collect information on a tablet, collect fees
- Inspect and measure volume of material
- Direct traffic and the unloading process
- Drag, pull, pile slash
- Post signs and information
- Provide basic education to the public on forestry and wildfire mitigation

*If hired part-time (two to four days per week, Thurs-Sun), employees will spend 100% of their time operating the slash yards. If hired full-time (five days per week, Wed-Sun), Wednesdays will be spent on duties listed below. See Schedule and Locations section for part-time and full-time offerings.

Assist Other Programs

- Forest and plant inventory
- Flagging boundaries and marking trees
- GIS and mapping

These duties are not intended to be all-inclusive. Employees will perform other related duties to meet the ongoing needs of the organization.

Necessary Skills

- Humility, dependability, organization
- Outgoing, conversational, enjoys meeting new people
- Collaborative with fellow employees and external partners
- Self-motivated, self-directed, innovative
- Flexible to perform a variety of duties and adaptable to changing situations
- Excellent verbal and written communicator
- Emotionally intelligent; respectful and tolerant of different viewpoints and personalities

Schedule and Locations

Jefferson Conservation District is offering multiple options for full-time and part-time work. The table below outlines these options:

Option	Days	Estimated Weekly Hours	Duties
Full-Time	Wednesday-Sunday	36-40	Operate Slash Sites Thur-Sun and assist JCD staff with field work on Wednesdays
Part-Time A	Thursday-Sunday	32-36	Operate Slash Sites Thur-Sun
Part-Time B	Saturday-Sunday	16-18	Operate Slash Sites Sat-Sun

- Employees must work at the slash sites approximately 8am-4:30pm. Working Wednesdays is an optional work day assisting other programs, if the employee wants to reach 40 hours during the week.
- Work locations will be various slash collection sites around Jefferson County. The sites will **tentatively** be located at:
 - Blue Mountain Open Space, Arvada
 - Elk Creek Elementary, Pine
 - Evergreen Memorial Park, Evergreen
 - TBD, Evergreen
 - Tin Cup Ridge Park, Golden
- Employees will be required to commute to the various work locations but will be reimbursed for mileage from JCD office to worksite.

Required Job Qualifications

- Fluent in speaking and writing English
- Able to pass a criminal background check
- Hold or able to obtain a valid Colorado driver's license
- Must be comfortable working safely outdoors, independently and as a team, during all seasons and weather conditions to complete required field work.
- Able to safely operate a four-wheel-drive vehicle in urban and rural mountain settings on- and off-pavement
- Able to safely use hand tools.
- Full-time/Wednesdays only: walk and hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 30 pounds
- Employee must provide their own:
 - Boots, clothing, and other personal field gear

- Smartphone, for occasional use on the job; employee will be reimbursed a technology stipend

Preferred Job Qualifications

- Interest and knowledge in forestry, wildfire, ecology, and/or natural resources.
- Proficiency in Google Sheets.
- Experience using point of sale software and devices (Square, Clover, etc.).
- Experience working with the public.

MOTOR VEHICLE RECORD DRIVING REQUIREMENTS:

- Applicants must have a valid Colorado (or state of residency) Driver's License and a good driving record
- Applicants selected for an interview will be required to provide a current (no older than 30 days) motor vehicle record (MVR) at the time of interview
- For applicants that hold an Out of state Driver's License, the MVR must also be dated within 30 days of the interview.
- If the issuance date of the Colorado Driver's License is within twelve months, applicants will also be required to provide a current (no older than 30 days) motor vehicle record from the previous state of residency.
- Employees will be required to commute to the various work locations but will be reimbursed for mileage.

Application Instructions

Apply by sending a resume as an attachment (PDF or Word document file) to:

kyle.weber@jeffersoncd.com

In your email please indicate which part- or full-time schedule options (from table above) you are interested in.

Please use this naming convention when naming your attachment file, and also use it for the subject line of your email:

“Application Community Forestry Assistant 2024 Last Name”

Key Words: Forest, Forestry, Natural Resources, Wildfire, Mitigation, Defensible Space, Biomass, Logging, Slash, Environment, Ecology