



# Position Announcement - Seasonal

## Title

Community Forestry Assistant- hiring 4 positions

## Status

Non-exempt (hourly) seasonal position (May-November 2025). Offering full- and part-time schedules; see below.

## Hourly Pay

\$19.50 per hour

## Location

Jefferson County, Colorado

## Closing Date

Open until filled

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## 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, noxious weed management, and watershed restoration. 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 (i.e. tree limbs, branches) 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 (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

- Customer-service oriented
- 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 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	Thursday-Sunday	32-36	Operate Slash Sites Thur-Sun

- Employees must work at the slash sites approximately 8am-4:30pm, Thurs-Sun. Wednesday is an optional work day assisting other programs, if the employee wants to reach 40 hours during the week. Field work is not always guaranteed on these days, but additional work can be provided (e.g. research projects, data management tasks).
- 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
  - Tincup Ridge Park, Golden
- Employees will be required to commute to Golden (either Tincup Ridge or a lot near the Jefferson County Courthouse).
  - *Full-time/Wednesdays only*: Employees will meet at JCD office located at the Denver Federal Center.

## 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
- 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
- *Full-time/Wednesdays only*: walk and hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 30 pounds

## 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 and great customer service skills.

### 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 and must have a reliable vehicle.

## Application Instructions

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

[jcd@jeffersoncd.com](mailto:jcd@jeffersoncd.com)

In your email please indicate whether you are interested in a part- or full-time schedule.

If selected for an interview, the next step would be obtaining at least 3 professional or academic references.

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 2025 Last Name”*

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