



## LAKES REGION CONSERVATION TRUST

### LAND AND RECREATION MANAGER Position Description

The Lakes Region Conservation Trust (LRCT) seeks an experienced, enthusiastic, articulate, well-organized, and motivated individual for the position of Land and Recreation Manager. The Land and Recreation Manager is responsible for a wide variety of tasks related to the stewardship of LRCT's fee-owned properties. Reporting to LRCT's Land and Stewardship Director, the Land and Recreation Manager supports the Stewardship program through the management, maintenance, and monitoring of LRCT-owned properties. These responsibilities encompass planning and implementing stewardship activities for LRCT-owned lands, and oversight of volunteers, interns, or seasonal staff engaged in these activities. This position is vital to LRCT's ability to meet its responsibility for the long-term stewardship and conservation of its owned properties and for ensuring that LRCT meets or exceeds the requirements of the Land Trust Alliance (LTA) Standards and Practices.

#### **Responsibilities and Duties:**

The Land and Recreation Manager works with and under the leadership of the Land and Stewardship Director on stewardship program planning and implementation on LRCT-owned land, with a focus on the management of Conservation Areas and recreational use. The principal responsibilities and duties of this position include property management and maintenance, property monitoring, volunteer management, and stewardship program support. Specific responsibilities and tasks within these areas are as follows:

#### Property Management and Maintenance

- Implement land stewardship projects on LRCT-owned properties, such as new trail construction, maintenance of existing trails, and invasive species management.
- Implement and update Management Plans for LRCT-owned land and ensure satisfaction of the requirements of conservation easements held by other organizations on LRCT-owned land.
- Monitor and manage public recreational use of LRCT-owned land.
- Oversee the installation and maintenance of structures, including kiosks, docks, bridges, and signs.
- Assist in planning for and implementing maintenance of buildings, facilities, grounds, and on-site equipment.
- Document property management activities and projects, and record issues or areas of concern in LRCT stewardship records and database.
- Mark and inspect property boundaries.
- Procure, maintain, and organize necessary stewardship tools and equipment.
- Document properties with photographs, GPS, and other data.

#### Property Monitoring

- Conduct annual monitoring of LRCT-owned properties through on-ground monitoring and/or use of aerial imagery, and ensure monitoring and documentation are completed

each year. Assist other stewardship staff members in ensuring and confirming the completion of annual property monitoring visits.

- Oversee volunteer property monitors and management of volunteer monitoring reports.
- Issue LRCT monitor reports, as required, to organizations that hold conservation easements on LRCT-owned lands.
- Monitor public use of LRCT properties, trails, and access areas, and determine maintenance needs of trails, trail structures, parking areas, and signage.

#### Volunteer Management

- Supervise LRCT's AmeriCorps Program, including recruitment and management of LRCT's AmeriCorps members.
- Organize, train, and supervise LRCT stewardship volunteers, interns, and seasonal staff involved in LRCT's land stewardship activities, including LRCT Property Adopters.
- Plan and conduct volunteer workdays and oversee volunteer property projects.
- Coordinate and engage LRCT Property Adopters who monitor LRCT-owned land and provide guidance for property monitoring visits.
- Obtain and maintain Property Adopter monitor reports and volunteer risk acknowledgment and waiver forms.

#### Stewardship Program Support

- Work with other stewardship staff on updating and maintaining LRCT's land database (LOCATE), Arc GIS files/system, and Upstream Tech aerial imagery account.
- Collaborate on cross-program responsibilities and provide general support as needed by other staff when pertaining to Stewardship.
- Participate in Stewardship Committee meetings, informing the Committee of activities and issues.
- Work with the Land and Stewardship Director to prepare and implement an annual Stewardship work plan for LRCT-owned properties.
- Prepare and maintain records regarding land stewardship as necessary to meet Land Trust Alliance Standards and Practices and to maintain LRCT's accreditation from the Land Trust Accreditation Commission.
- Assist with other Stewardship activities as requested.

#### Additional Responsibilities

- Participate in LRCT's outreach events and field trips.
- Work with other LRCT staff members on matters related to LRCT-owned lands.
- Other tasks as assigned by the LRCT Land and Stewardship Director and/or President to support LRCT's mission.

#### **Qualifications and Skills:**

- Bachelor's degree in a relevant field (e.g., resource management, environmental studies, natural science, forestry) and three years of relevant experience, or master's degree in a relevant field and one year of professional experience, preferred.
- Familiarity with land conservation mechanisms, including conservation easements, and understanding of land conservation techniques, practices, and trends.
- Proven natural resource management skills and ability to thrive in both field and office

environments.

- Experience in public access management for multiple uses (e.g., hiking, boating, hunting, biking).
- Experience in the safe operation and maintenance of equipment including chainsaws, power tools, snowmobiles, motor boats, and ATVs.
- Excellent oral and written communication skills, interpersonal skills, and organizational abilities.
- Proficiency in Microsoft Office software and working knowledge of ArcGIS technology.
- Experience (desired, but not required) with LOCATE land conservation software
- Ability to interpret maps, surveys, and other field documentation.
- Willingness and ability to work outdoors, hike rough terrain, navigate via map, compass, and GPS, and work alone in the field as necessary.
- Ability to work independently and collaboratively and accomplish tasks professionally and efficiently.
- Valid driver's license, proof of insurance, and access to a reliable vehicle for work-related travel within the Lakes Region.
- Enthusiasm for and commitment to LRCT's land conservation mission.

**Compensation and Benefits:** The salary range for this position is \$46,000 to \$58,000 depending upon the individual's qualifications and experience. This position has a competitive benefits package, including contribution to health insurance coverage, match for contributions to SIMPLE IRA, short-term disability insurance, and paid vacation, holidays, and sick leave.

**Hiring Process:** LRCT is an equal opportunity employer. Please submit (1) a resume, (2) a cover letter explaining why you are interested and would be a good fit for the position (your letter will serve as a writing sample), and (3) three professional references by mail or email to LRCT Office Manager Diana Hart (Lakes Region Conservation Trust, PO Box 766, Center Harbor, NH 03226; dhart@lrct.org). Questions will be accepted by email, and the position will remain open until filled.

**About the Lakes Region Conservation Trust:** LRCT is a Section 501(c)(3) nonprofit, member-supported land trust dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of the 31-town Lakes Region of central New Hampshire and its quality of life. In pursuit of its mission, LRCT works to acquire ownership of, or conservation easements on, properties with significant conservation value and stewards these lands to ensure their protection in perpetuity.

LRCT's conserved lands protect mountain summits and ridgelines, critical habitat and climate change resilient lands, productive farm and forest lands, unspoiled shorelines, places of historic and cultural significance, and some of the region's most cherished scenic landscapes. In addition, LRCT-protected properties include more than 90 miles of hiking and cross-country ski trails, several snowmobile and mountain biking trails, and lands that are utilized as parts of paddle trails. Since its founding in 1979, LRCT has protected over 29,000 acres of conservation land comprising more than 170 properties and is actively engaged in conserving additional lands throughout the Lakes Region. For more information, please visit [www.lrct.org](http://www.lrct.org).