Title: Volunteer Coordinator for Environmental Stewardship Program

Position Summary: To oversee the City of East Lansing, Department of Parks, Recreation and Arts, Environmental Stewardship and Sustainability program. Field survey natural areas and monitor location and extent of invasive plant species; Prioritize eradication areas and identify and implement appropriate eradication schedule; Identify, recruit, train and oversee volunteers and work days; Collect and maintain work day data; Assist in the development of a public education campaign and associated materials.

Qualifications: Equivalent to the completion of the twelfth grade plus at least two years supplemental education in natural resources management, horticulture, landscape architecture or related; One year professional employment experience in related field desired; Certified Pesticide Applicator License or ability to acquire; Knowledge and identification of invasive plant species management, inventory, and removal; Ability to operate a variety of hand tools and office/computer equipment

Supervision: The Volunteer Coordinator receives general supervision from the Assistant Director of the Department of Parks, Recreation and Arts.

The Volunteer Coordinator exercises oversight of between 5 and 50 volunteers on any given work day.

Apply: Download application materials at www.cityofeastlansing.com & submit to East Lansing City Hall, Human Resources Office 410 Abbot Road, East Lansing, MI 48823

Deadline: October 29, 2012

Wage/Benefits: This is a contingent, part-time position, working 10-15 hours per week, depending on program schedule. Weekend and evening work is required. Wage is $8 per hour. No benefits.

The City of East Lansing is an Equal Opportunity Employer