



# Apprentice Steward

## Position Description

**Introduction:** Individuals interested in becoming Site Stewards are encouraged to indicate their interest to FPCC staff or current Site Stewards. The Apprentice Steward position is the next step for a Stewardship Workday Leader to become a Site Steward.

**Purpose:** The Apprentice Steward program consists of a combination of mentorship, ecological training, field work and self-study, through which an individual can acquire the technical knowledge, leadership skills, and decision making and planning ability to become a Site Steward.

**Qualifications:**

- Demonstrated competence as a Workday Leader
- Commitment to the time and effort required to learn the necessary skills
- Recommended by a Steward, Site Steward or District staff

**Responsibilities:**

- Identify a Site Steward who will be their primary mentor
- Work energetically to master skills through training program, classes and self-study
- Participate in planning and performing ecological management at the specified site(s)
- Participate in Ecologist site walks

**Evaluation Criteria:** These core skills should be actively honed by Apprentice Stewards and reinforced by Mentors. These abilities will primarily be developed through participation at workdays but may also be supplemented through trainings, independent study, site walks, enrichments, conferences etc.

- Able to understand and contribute to the development of Management Schedules
- Able to identify important invasive species of their mentorship site and knowledge of control methods of each
- Able to identify key native herbaceous and woody species of their specified site(s), in various stages of growth & season
- Understand the impact of management on habitats of key faunal species at their specified site(s)
- Able to identify ecological communities at their specified site(s), identify management goals and ecological challenges of the site, and understand management techniques for achieving the goals and dealing with the challenges
- Able to recognize situations where his/her knowledge may be incomplete and requires seeking the advice and counsel of others more experienced and/or knowledgeable
- Able to effectively lead volunteers in restoration activities; is perceptive of group dynamics and able to resolve conflicts, logistical hurdles and other group management issues
- Able to clearly explain ecological principals in a friendly and knowledgeable way to the public and to other volunteers

**Appointment:** An Apprentice Steward may be certified as a Site Steward by FPCC Volunteer Resources after consultation with the Regional Ecologist and applicable mentors.



# Steward

## Position Description

**Introduction:** A Steward is one of the most important positions in our efforts to manage and restore public lands. A Steward engages, coordinates, and educates the hundreds of volunteers who participate in ecological stewardship in the Forest Preserves.

**Purpose:** A Steward assists the Site Steward with overseeing all volunteer work done at their site. A Steward has the skill set, knowledge, experience and capacity to be a Site Steward. While Site Stewards are the primary contact person for site management, Stewards play a pivotal role in restoration efforts, workdays, planning and site administration.

### **Qualifications/Skills:**

- Dedicated to ecological restoration and to leading, educating and mentoring other volunteers
- Highly committed and dedicated to site management and the volunteer program
- Able to identify key invasive species and native species
- Demonstrated knowledge of restoration techniques and best practices
- Demonstrated ability to lead and organize safe and effective workdays
- Understand the FPCC policy/regulations regarding the Land Management Guidelines, chainsaw safety, herbicide application, brush pile burning, workday reporting and other administrative tasks

### **Expectations & Responsibilities:**

- Has a basic understanding of the core concepts of ecological restoration
- Make a continuing and committed effort to learn the flora and fauna of their site
- Ensure that workday leaders and volunteers understand and comply with the applicable rules and regulations
- Understand the importance of accurate and complete records including maintaining workday, seed collecting, and planting data, and entering/maintaining FPCC required records
- Understand the importance of others' perceptions of restoration work and is sensitive to public attitudes and education; is able to answer questions (from the public and from other volunteers) in terms that are accurate and clear to the lay person
- Recognize situations where his/her knowledge may be incomplete and proceeds with caution, seeking the advice & counsel of others more experienced and/or knowledgeable in restoration
- Know the abilities of volunteers; choose capable leaders & assign volunteer tasks effectively
- Give feedback to volunteers throughout workdays and consistently educate others about species, processes, and goals of management relating to natural areas
- Act as an ambassador for their site and for FPCC by actively engaging volunteers & the public
- Promote growth and continuity of volunteer group



# Site Steward

## Position Description

**Introduction:** A Site Steward is one of the most important positions in our efforts to manage and restore public lands. A Site Steward engages, coordinates, and educates the hundreds of volunteers who participate in ecological stewardship in the Forest Preserves.

**Purpose:** A Site Steward is responsible for overseeing all volunteer work done at their site. Site Stewards collaborate with Forest Preserve staff and other volunteers to create management schedules which are the basis for all work at their site. Other volunteers may have more detailed knowledge of some aspects of ecological stewardship, but ultimate decisions are the responsibility of the Site Steward.

### **Qualifications/Skills:**

- Dedicated to ecological restoration and to leading, educating and mentoring other volunteers
- Highly committed and dedicated to site management and the volunteer program
- Able to identify key invasive species and native species
- Demonstrated knowledge of restoration techniques and best practices
- Demonstrated ability to lead and organize safe and effective workdays
- Understand the FPCC policy/regulations regarding the Land Management Guidelines, chainsaw safety, herbicide application, brush pile burning, workday reporting and other administrative tasks

### **Expectations & Responsibilities:**

- Have a basic understanding of the core concepts of ecological restoration
- Make a continuing and committed effort to learn the flora and fauna of their site
- Collaborate with FPCC staff & other volunteers to develop a Management Schedule for their site
- Communicate with the Regional Ecologist on updates to the Management Schedule, new challenges, progress towards restoration goals and on land management questions
- Work with FPCC on requests for contractor, intern and Resource Management support
- Ensure that workday leaders and volunteers understand and comply with applicable rules and regulations
- Understand the importance of accurate and complete records including maintaining workday, seed collecting, and planting data, and entering/maintaining FPCC required records
- Understand the importance of others' perceptions of restoration work and be sensitive to public attitudes and education; be able to answer questions (from the public and from other volunteers) in terms that are accurate and clear to the lay person
- Recognize situations where his/her knowledge may be incomplete and proceed with caution, seeking the advice & counsel of others more experienced and/or knowledgeable in restoration
- Know the abilities of volunteers; choose capable leaders & assign volunteer tasks effectively
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- Act as an ambassador for their site and for FPCC by actively engaging volunteers & the public
- Promote growth and continuity of their volunteer group



# Apprentice Steward

Evaluation *(By Mentor)*

Apprentice Steward: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

## A. ECOLOGICAL KNOWLEDGE

**Responsibilities:** Ecological knowledge should be actively sought by Apprentice Stewards and reinforced by Mentors. This understanding will be developed through participation at workdays and supplemented through trainings, independent study, site walks and enrichments.

### Key Points:

- Able to readily identify the priority invasive species at the specified site and the control methods for each
- Able to readily identify important native flora at the specified site
- Understands management impacts on key floral & faunal species

### Recommendations/Comments:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_  Working Towards Standard  Meets Standard  Exceeds Standard  
 Mentor Name Date

## B. ECOLOGICAL DECISION MAKING

### Key Points:

- Demonstrates basic community level understanding of the specified site
- Demonstrated competency in the basic principles of ecological restoration
- Demonstrates year-round understanding of tasks during dormant and growing seasons

### Recommendations/Comments:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_  Working Towards Standard  Meets Standard  Exceeds Standard  
 Mentor Name Date

*Please refer to Apprentice Steward and Site Steward position descriptions for more information.*

E-mail completed form to [volunteer.fpd@cookcountyil.gov](mailto:volunteer.fpd@cookcountyil.gov) or fax to 773-792-0539

May, 2014



# Apprentice Steward

Evaluation (By Mentor)

Apprentice Steward: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

## C. MANAGEMENT SCHEDULES

**Responsibilities:** Management Schedules are collaboratively developed by Regional Ecologists and Site Stewards as a guide to effectively restore and maintain the flora and fauna of natural communities. These Schedules outline all stewardship activities including intern, contractor and volunteer work.

**Key Points:**

- Able to meaningfully contribute to formulation of a Management Schedule
- Able to identify & explain core components of site management including familiarity with communities
- Understands the roles of interns, contractors, Resource Management and Volunteers in site management

**Recommendations/Comments:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  Working Toward Standards  Meets Standard  Exceeds Standard  
Mentor Name Date

## D. COMMUNICATION AND LEADERSHIP

**Responsibilities:** Site Steward must use effective organizational, decision-making, communication and leadership skills in implementing a Management Schedule.

**Key Points:**

- Understand the FPCC policy/regulations regarding the Land Management Guidelines, chainsaw safety, herbicide application, brush pile burning, workday reporting and the Online Volunteer System (OVS)
- Demonstrate ability to lead and organize safe and effective workdays that meet ecological objectives while creating a volunteer experience where people are engaged, exited and inspired
- Able to implement/supervise all management strategies & practices within the Schedule for the specified site
- Recognize situations where his/her knowledge may be incomplete and proceeds with caution, seeking the advice & counsel of others more experienced and/or knowledgeable in restoration

**Recommendations/Comments:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  Working Toward Standards  Meets Standard  Exceeds Standard  
Mentor Name Date

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Evaluation (By FPCC Staff)

Apprentice Steward: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

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### **Recommendations/Comments:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  Working Towards Standard  Meets Standard  Exceeds Standard  
Staff Name Date

## B. ECOLOGICAL DECISION MAKING

### **Key Points:**

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May, 2014



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Apprentice Steward: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

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