



7117 South Jackson Rd
Jackson, MI 49201
517-782-3453
www.dahlemcenter.org

Summer Stewardship Assistant Job Description

The **Summer Stewardship Assistant** supports Dahlem's mission through land stewardship practices, trail upkeep, and grounds maintenance.

Position: Summer Stewardship Assistant

Status: Hourly, Part Time, Seasonal

Reports to: Executive Director

Schedule: 24 – 32 hours/ week, flexible, approx. mid-May through mid-September; Monday – Friday, with occasional evenings and weekends

Compensation: \$15.00 - \$16.00 per hour, depending on experience

Primary Job Responsibilities

- Collaborate with Dahlem staff and volunteers on land stewardship and grounds maintenance tasks
- Support land stewardship and conservation work on Dahlem's 300 acres, including invasive plant species management
- Assist with trail upkeep and accessibility, including addressing safety concerns and maintaining trail surfaces
- Assist with grounds maintenance, including mowing and landscaping
- Assist with maintenance and mowing at Dahlem's Ecology Farm & Gardens site
- Participate and assist with all major events, volunteer workdays, and other duties as assigned

Qualifications

- High school diploma or general education degree (GED)
- A valid Driver's License
- Experience operating various types of equipment and power tools in a safe and efficient manner (ex: lawn mower, tractor, brush hog, chainsaw, drills)
- Experience or interest in conservation, invasive plant removal, and habitat restoration.
- Comfort in working outdoors in variable weather conditions.
- Must be able to work collaboratively in a team orientated environment.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Must embrace the mission of the Dahlem Conservancy to provide environmental education and outdoor experiences to the people of South-central Michigan.

How to apply

Complete and submit the [online application questionnaire](#) or email resume and responses to Hannah Schauer at hschauer@dahlemcenter.org.

Applications will be reviewed as they are received; interviews will be scheduled in April.