



Walloon Lake Association and Conservancy

Position Vacancy Announcement

Stewardship Coordinator

Job Title: Stewardship Coordinator

Salary Range: \$40,000 to \$50,000 annually, depending on experience

Classification: Full-time, salaried, exempt

Application Deadline: August 24th, 2025 at 11:59 pm

Start Date: September/October 2025

Reports to: Conservation Programs Manager

Supervises: N/A – but may serve as a work leader to interns/volunteers

Location: Walloon Lake Association and Conservancy Office at 4060 M-75 Walloon Lake, MI, Suite 102, 49796

Work Schedule: Field based, with limited remote work allowed during the winter months

To Apply: Please send your cover letter and resume to WLAC Conservation Programs Manager, Tanner Yurk: tanner@walloon.org with the subject: WLAC Stewardship Coordinator. For questions about this position, please contact Tanner via email.

Our Mission

Walloon Lake Association and Conservancy (WLAC) is a 501(c)3 nonprofit organizations whose mission is to deliver Walloon Lake, a place where people and nature thrive, to the next generations through the power of conservation. WLAC has a robust water stewardship program and has permanently protected over 2,300 acres of land with 54 nature preserves, 20 conservation easements on private land and 25 miles of natural surface trails.

Position Summary

The Stewardship Coordinator plays a critical role in stewarding land and water in the Walloon Lake watershed. The incumbent in this field-based position will steward WLAC's 54 nature preserves, 25 miles of trail and engage in water quality programming on Walloon Lake and its tributaries, in cooperation with Tip of the Mitt Watershed Council.

Key Responsibilities

Trail and Preserve Infrastructure Construction and Maintenance (60%):

- Maintain WLAC's 25-mile system of natural surface trails using chainsaws, line trimmers, riding lawnmowers, backpack blowers, and various hand tools
- Lead staff, volunteers, and interns in the construction of sustainable natural surface trails
- Construct and maintain trail infrastructure such as boardwalks, puncheon, trail bridges and other trail structures
- Construct and maintain parking lots, fences, signage, information kiosks, birdhouses, and other infrastructure in nature preserves
- Provide narrative reports and photos of trail construction and maintenance accomplishments to WLAC staff to disseminate to the public

Natural Resource Management (25%):

- Identify, mark, and remove invasive species in nature preserves using hand tools, power tools, and herbicides
- Replant native species after invasive species removal is complete
- Design and maintain native plant gardens in nature preserves
- Support lake and stream water quality monitoring volunteer teams including recruitment, training, and reporting on volunteer accomplishments
- Support annual monitoring of private conservation easements and nature preserves

Volunteer Recruitment and Engagement (10%):

- Recruit, train, lead, and mentor volunteers in nature preserve stewardship activities such as trail construction and maintenance, invasive species removal, sign installation, and other similar activities
- Collaborate with WLAC staff, Board and committee members to actively recruit organizational volunteers
- Maintain an active list of volunteers and their skillsets for volunteer stewardship activity workdays
- Track volunteer accomplishments, hours worked, and other data

Miscellaneous Duties (5%):

- Maintain the stewardship tool cache and workshop in a clean and orderly condition
- Maintain chainsaws, power tools, mowers, and hand tools in good working order
- Plan and participate in outreach and communication activities such as public educational events on properties, delivering presentations at public gatherings

- Serve as a staff representative on the WLAC Lands Committee
- Assist with development of the annual WLAC Stewardship Work Plan and grant reporting

Qualifications Requirements

- Bachelor's degree in natural resources, biology, forestry, parks and recreation, or a similar field preferred
- 3+ years proven experience in trail stewardship, invasive species identification and removal, or conservation focused field work
- Ability to lift up to 50 lbs. or more and hike over uneven terrain
- Willingness to acquire a chainsaw certification and become a registered herbicide applicator in the State of Michigan
- Experience with GIS, GPS, and field-based data collection
- Knowledge of Northern Michigan flora and fauna
- Comfort working in an outdoor setting performing manual labor in hot, humid, wet, or cold conditions
- Experience leading volunteers and interns in field work in an outdoor setting
- Integrity, discretion, and commitment to maintaining confidentiality
- Strong interpersonal skills and a collaborative approach to team dynamics.
- Excellent verbal and written communication skills
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Passionate commitment to the mission of WLAC and environmental conservation

Perks and Benefits

- Pay is competitive and aligns with the latest Land Trust Alliance's Salary Survey
- Health Reimbursement Arrangement (HRA Plan) or option for healthcare stipend
- Retirement plan – SIMPLE IRA with a 1-to-1 employer match up to 3%
- Plenty of paid time off and recognition of all federal holidays
- Monthly cell phone and internet stipend and quarterly benefits contribution
- Hybrid work schedule opportunities
- Modern office space located in the heart of Walloon Lake Village
- Paid professional development

Note: This position description serves as a general overview of the roles and responsibilities and requirements. Duties & expectations may be adjusted to accommodate the organization's evolving needs. A background check is required prior to hire.

WLAC is an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, national origin, genetics, disability, age, veteran status, or any other basis protected by law.