

The  
Land Trust  
for  
Tennessee

# Stewardship Job Descriptions

The LTTN Stewardship Policy & Operating Manual is one example of how a land trust can implement the Standards and Practices recommended by the Land Trust Alliance. It may not be appropriate for all land trusts, and is no substitute for reading the LTA Standards and Practices. This information is provided as an example and not as a recommendation. The information provided herein does not necessarily reflect LTTN's current Standards and Practices, policies or procedures.

# Stewardship Coordinator

## Summary of Position:

The Stewardship Coordinator for LTTN will oversee and strengthen its conservation stewardship program, including: developing, training and supervising field crews; maintaining positive relationships with owners of land protected by LTTN-held easements and LTTN owned lands; responding as needed to potential or actual violations of LTTN easements and properties; educating staff about new stewardship policy; and maintaining stewardship files and documentation.

The Stewardship Coordinator reports to the Executive Director and works closely with LTTN's Stewardship Committee. The person may supervise volunteers. The position is (specify part-time or full-time), may require occasional evening and weekend hours, and requires work in LTTN's office, presently located in Nashville, Tennessee.

This is an (specify hourly or salary) at (insert hourly amount or salary amount.)

## Responsibilities include but are not limited to:

- Work with LTTN's Executive Director and Stewardship Committee to further develop LTTN's existing stewardship program;
- Work with the Stewardship Committee to conduct an annual stewardship training workshop for field crews;
- Carry out periodic monitoring where a crew member may not be available;
- Respond to threatened or actual easement or property violations;
- Maintain positive relationships with owners of properties protected by LTTN-held easements through newsletter articles, letters, telephone, email, and in person;
- Conduct landowner outreach within LTTN project areas;
- Keep the property owner, new owner, community organizations up-to-date on terms of the easement;
- Review all requests from owners to exercise reserved rights on property or make amendments to easement and make recommendations to LTTN Executive Director and Board of Directors;
- Work with contractors, architects, or foresters during the exercising of reserved rights on protected properties;
- Review local and state government actions that may affect property in which LTTN has an interest;
- Supervise stewardship employees, including interns and volunteers;
- Participate in speaking engagements designed to raise public awareness of LTTN's activities and mission;
- Assist in the preparation of proposals to foundations and individual donors for financial support of stewardship program, endowments, etc;
- Assist in planning and coordination of fundraising activities, annual meetings, etc;
- Prepare to testify about violations. (Rare)

## **Qualifications for the Position**

- Clearly demonstrated experience and skills related to the performance of the above responsibilities.
- Demonstrated reliability, with ability to work as part of a team as well as independently.
- Ability to be tactful and diplomatic, and to display patience and humor, while projecting authority in potentially adversarial situations.
- Ability to communicate effectively, both verbally and in writing.
- Experience in Field natural history or historic landscape skills and knowledge not required but very helpful.
- Ability to understand and interpret conservation easements and other legal documents.
- Ability and willingness to maintain meticulous paper and computerized files and records and photographic documentation. Typing, word processing and general office skills helpful.
- Ability and willingness to travel in the state of Tennessee at short notice, and to work under pressure and long hours when necessary.
- Must be physically fit and be able to negotiate varied and possibly difficult terrain.
- Must have good field skills, including reading and interpreting maps and using a compass.
- Experience with Word, Excel, Access, Act!, and G.I.S. systems not required by very helpful. Willingness to learn new software programs.
- Must have a valid Tennessee driver's license and current insurance.
- A passion for the protection of open spaces.

## **Recommended Stewardship Schedule**

### **January:**

- **Send Landowners letters reminding them that monitoring visits will begin in late Feb. or early March**
- **Send letters to interested volunteers and board members that monitoring season will be coming up**
- **Determine what properties might need fly-over monitoring and find pilots that will help**
- **Standardize stewardship files/ archiving etc.**

### **February:**

- **Send Landowners on recently closed projects letters reminding them that tax season is approaching and to make sure to get us forms to sign earlier rather than later**
- **Determine what properties need to be monitored and prioritize them**
- **Make monitoring appointments for visits that will take place in late Feb. or early March**
- **Recruit volunteers or board members if necessary**
- **Begin site visits**

### **March:**

- **Make remaining appointments**
- **Make remaining site visits**
- **Prepare files for archives**
- **Finish up any items for end of fiscal year- ask for outstanding stewardship donations**
- **End of Quarter: Take Files to archives**
- **March Board Meeting: Year-end stewardship summary**

### **April:**

- **Continue work on standardizing all stewardship procedures**
- **Continue Monitoring Visits: Try to complete as many as possible before leaves come out**
- **Complete any BDRs that are missing pieces and get all archive files ready**

### **May:**

- **Finish all Monitoring Visits**
- **Complete and send all compliance letters or address any violations that were found during site visits**
- **Make sure all archive files are completed**
- **Take files to off-site archive storage, including the completed BDRs**
- **Review all procedures that have been used for monitoring visits; make any changes necessary**

## **2<sup>nd</sup> Quarter:**

- **Begin to look into different methods of monitoring for the following year: Find people that may be willing to do flyovers, forming a group of core volunteers interested in monitoring**
- **Prepare files for archives**
- **End of quarter: Take new files to archives**
- **Board Meeting: Stewardship Update**

## **3<sup>rd</sup> Quarter:**

- **Look into finding volunteers that are interested in participating in monitoring visits**
- **Do volunteer orientation and training for those interested**
- **Make sure volunteers meet landowners before season begins to begin to form a relationship with them**
- **End of quarter: Take new files to archives**
- **Recruit new Stewardship Committee members**
- **Board Meeting: Stewardship Update**

## **Ongoing Items:**

- **Examine stewardship policies and practices and change if necessary**
- **Complete all post-closing follow-up on all projects: File all newspaper articles, send photographs of announcement to landowner, inform surrounding landowners of new CE-protected property, prepare files for archives- standardization**
- **Update Reserved Rights Reference Book**
- **Assist landowners with questions**
- **Assess and visit all violations and reserved rights that are put into action**
- **Monitor any transfer of property**
- **Keep track of time spent on stewardship items and prepare status reports if necessary**
- **Keep all staff updated on important or sensitive landowner issues**

# FIELD SURVEY VOLUNTEER/ INTERN JOB DESCRIPTION

## **Job Description:**

Volunteer monitors serve as the “eyes and ears” for LTTN in the field. As a volunteer monitor, you will be part of a collaborative effort involving landowners, LTTN staff and other volunteers to ensure voluntary compliance of conservation easement terms on protected properties across the state. Completing thorough, on-the-ground inspections of protected properties and documenting any changes on the landscape or alterations to man-made features with photos and written comments. Volunteer monitors have several important responsibilities, including:

- Cultivating positive relationships with landowners and responding, to the best of your ability, to any questions or concerns landowners may have about their easement or LTTN.
- Helping to keep monitoring records and conservation easement files updated.
- Discussing your observations with LTTN staff.
- Having fun!

## **Qualifications:**

- Willingness to monitor at least one protected property a year for at least two to three years.
- Experience and skills with land management, such as agriculture, forestry, wildlife, plant life not required but helpful.
- Able to complete LTTN’s Monitor Certification Program.
- Familiarity with LTTN, its mission and purpose, monitoring procedures, and conservation easements.
- Able to maintain the confidentiality of landowners’ private plans and intentions regarding their land.
- Knowledge of digital cameras, hand-held GPS devices, Microsoft Word, Excel, and Access not required but helpful.
- Ability to read maps.
- A reliable vehicle and a Tennessee state driver’s license.
- Must be healthy and fit—able to walk long distances over possibly difficult terrain.
- Willing and able to participate in ongoing training programs related to land management.
- Ability to converse easily and work with others.
- Be at least 18 years of age.

Field surveyor is an unpaid position with excellent emotional benefits. A surveyor has the opportunity to walk and enjoy some of the most beautiful land in Tennessee. In addition, a surveyor has the satisfaction of knowing that he/she has assisted LTTN with protecting the state’s valuable resources for generations yet to come. There may be ability to reimburse expenses, such as mileage, if necessary.

# VOLUNTEER LAND STEWARD (VLS) POSITION

## **Job Description:**

Volunteer stewards serve as the “eyes and ears” for LTTN in the field. As a VLS, you will be part of a collaborative effort involving landowners, LTTN staff, and other volunteers to ensure voluntary compliance of conservation easement terms on protected properties across the state. VLS have several important responsibilities, including:

- Cultivating positive relationships with landowners and responding, to the best of your ability, to any questions or concerns landowners may have about their easement or LTTN.
- Helping to keep monitoring records and conservation easement files updated.
- Discussing your observations with LTTN staff.
- Having fun!

## **Qualifications:**

- Willingness to monitor at least one protected property a year for at least two to three years.
- Experience and skills with land management, such as agriculture, forestry, wildlife, plant life, etc. a plus.
- Able to complete LTTN’s *Monitor Certification Program*
- Able to maintain the confidentiality of landowners’ private plans and intentions regarding their land.
- Knowledge of digital cameras, hand-held GPS devices, and computers.
- Ability to read maps.
- A reliable vehicle and a Tennessee state driver’s license.
- Must be healthy and fit—able to walk long distances over possibly difficult terrain.
- Willing and able to participate in ongoing training programs related to land management.
- Ability to converse easily and work with others.
- Be at least 18 years of age.

Volunteer Land Steward is an unpaid position with excellent emotional benefits. A surveyor has the opportunity to walk and enjoy some of the most beautiful land in Tennessee. In addition, a surveyor has the satisfaction of knowing that he/she has assisted LTTN with protecting the state’s valuable resources for generations yet to come. There may be ability to reimburse expenses, such as mileage, if necessary.