



## **JOB DESCRIPTION**

### **STEWARDSHIP INTERN**

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**Title:** Stewardship Intern

**Date:** May 2023

**Salary:** \$17 per hour

**Status:** 16 Weeks

**Reports To:** Property Manager, Batawa Development Corporation (BDC)

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**Description:**

The Stewardship Intern will work primarily outside throughout the community of Batawa. The Batawa property includes village green areas that are a mix of natural and designed areas that require ongoing maintenance. Similarly working in 800 acres of provincially significant ANSI to preserve and maintain as well over 300 acres of mixed and varied woodlots with a trained supervisor, the Stewardship Intern will be provided hands-on experience with various species and eco-systems, developing career opportunities and experience to drive motivation and continued pursuit of career plans.

**Duties:**

The Stewardship Intern will be working under the supervision of the BDC Property Manager, responsible for the care of over 800 acres of stewardship area, over 300 acres of woodlots, and more than 30 km of recreational trails.

1. General property maintenance to include such things watering and maintaining flower gardens, clearing brush and fallen trees, painting, lawn and garden maintenance, signage, etc.
2. Lawn Care maintenance
3. Trail development and maintenance with adherence to safety, conservation, and environmental considerations as trained and directed by the Property Manager.
4. Woodlot management and maintenance as directed by the Property Manager.
5. Participating in Batawa community development initiatives that are geared to developing tourism (Batawa Ski Hill), supporting sectors (Batawa Lions Club, Ladies of Sacred Heart), and creating skilled trade jobs as our development projects break ground. This position will support and enhance our small business initiative and that of many small business partners in the community, including many volunteer sector initiatives.

**Skills/Assets:**

Experience working with hand and power tools, field identification of flora and fauna, first aid certification and chainsaw certification are all considered assets. Steel toed shoes/boots are mandatory.

**Supervision:**

This position is under the direct supervision of the Property Manager of the BDC. The Property Manager (full time, trained staff) will supervise all aspects of the duties of the Stewardship Intern (scheduling, health and safety, job duties, training). The Stewardship Intern will report to the Property Manager at the start of each day to discuss job tasks and any questions or concerns the Stewardship Intern might have. The Property Manager will monitor work (working side-by-side on occasion) and daily tasks, providing direction and leadership as necessary, ensuring the student is competent in all tasks, according to needs and skill level. The mentoring plan will include opportunities to learn new skilled trades, to develop a strong work ethic, problem solving skills, scientific inquiry skills, decision-making skills, public relation skills, safety, risk assessment, teamwork, leadership skills, and volunteerism opportunities or other community engagement opportunities.

**Health & Safety:**

The Batawa Development Corporation and Batawa Ski Hill (BSH) consider the health and safety of its employees to be of the utmost importance. The BDC and BSH adhere to strict safety standards in the workplace. The employee will be under the supervision of an experienced manager. In the day-to-day operations of the development corporation, care and caution is given to always ensure the work environment is safe and pleasant.

**Application Deadline:**

May 15, 2023

**To Apply:**

Please send all applications to Raquel Richardson, Community Development Coordinator, either in person at the BDC office (81 Plant Street, Batawa), or by email at [cdc@batawa.ca](mailto:cdc@batawa.ca)