

Town of Bolton
Conservation Commission
Still River Trail Steward Internship



General Function and Scope:

Directly assists the Conservation Agent in planning and physically connecting a newly acquired property to the existing sports field and parking area by creating a trail along (or nearby) the water way to provide passive recreational opportunities and a trail that features information about the perennial stream. Part of the creation of the trail will also include the documentation and management of invasive species along the trail, and stream corridor. This project will begin in the Spring of 2021 to permit, construct and open the trail described above. The goal of this project is to increase passive recreation connectivity, public access and education regarding not only the recently designated Wild and Scenic River but also education about Still River tributary. This effort would be led by the Town of Bolton Conservation Department, and the Still River Trail Steward (intern).

Duties and Responsibilities:

- Assists in identifying invasive species and incorporates into Conservation office database.
- Assists in the creation of outreach materials for community and shared on Town websites.
- Assists in planning location of the trail
- Assists in coordinating volunteers
- Assists in creating educational material and QR codes; information about river ecosystems, ecosystem services properties along river provide, and importance of the tributary to our Wild and Scenic River
- Assists in land stewardship practices; general maintenance, creating, installing trail head and informational signage
- Assists in projects related to larger scale town wide planning; such as master plan, open space and recreation plan, municipal vulnerability preparedness

Organizational:

- Works directly with the Conservation Agent
- Corresponds regularly with Conservation Agent during all phases of project activities.
- May oversee volunteer activities.

Pre-Qualifications: Must have a high school diploma and be working toward a degree or career in an environmental related science. Must be 18 years or older. Must have valid class D driver's license. Must have basic understanding of working near resource areas (Wetlands Protection Act, Riverfront Area, Local Wetland Bylaw). Provide at least one recommendation from someone in the related field.

Qualifications: Good organizational skills and communication, interest in learning about municipal government, interest in data collection, ability to read the landscape for trail installation, good computer skills, ability to self-manage and work with others as necessary.

Physical Abilities Required: Able to walk and navigate properties over rough, steep terrain on and off trails in all seasonal conditions. Able to lift and carry 50 lbs., operate various hand tools, and capable of strenuous physical outdoor work. Outdoor safety awareness required.

Proficiencies: GIS, GPS, Word, Excel, PowerPoint, social media and E-mail communication preferred.

Appointment: Internship position recommended and approved by the Conservation Agent, and Conservation Commission. **The Town of Bolton is an Affirmative Action / Equal Employment Opportunity**

Confidentiality: In accordance with the State Public Records Law, the employee has access to confidential information on a department-wide basis that is obtained during performance of regular position responsibilities