



Resident Steward (part-time)
Sierra Valley Preserve and Nature Center
Job Description

POSITION: Sierra Valley Preserve Resident Steward **LOCATION:** Sierra Valley Preserve, Beckwourth, CA

EMPLOYMENT CLASSIFICATION: On-site, part-time hourly position. Non-exempt. At will employment.

COMPENSATION: \$16.90 to \$18.47 hour starting rate, depending on experience (housing included).

WORK SCHEDULE: 15-20 hours per week; Thursday-Sunday. Schedule varies depending on Preserve activities and season. Role includes opening/closing duties and an 8-hour shift on Sundays (9:00m – 5:30pm with breaks). If employee demonstrates skills required, they may be invited (optional) to increase hours in Spring/Summer season to support additional land management needs. Employee agrees to live on premises and to be responsible for responding to emergencies after hours if needed.

ON-SITE HOUSING: On-site residency at the Sierra Valley Preserve is required as condition of employment. The Resident Steward will live in an approximately 1,000 square foot 1 bedroom/1 bathroom apartment that adjoins the stewardship shop located at the Sierra Valley Preserve. The apartment is newly remodeled, features abundant natural light, valley views, and is partially furnished, including bed, small couch, table/chairs, dishwasher and washer and dryer. The apartment is private to the employee but shares a wall with the shop/maintenance building used by other employees during work hours. Employee agrees to use and allow other staff to use, the washer/dryer in the apartment to wash linens associated with operations of the Nature Center.

OTHER BENEFITS: This position is eligible for CA state mandated leave benefits including paid sick leave, state disability insurance, and workers compensation coverage. While not eligible for FRLT's other benefit programs including health insurance, the employee will be eligible to enroll in FRLT's SIMPLE IRA retirement savings program (3% matching).

TO APPLY: Please send the following materials via email to: apply@frlt.org no later than October 29th.

- Your current resume.
- A short email or cover letter describing your background/experience and why you think you're a good fit for this role.
- Name, email, and phone contacts for at least 2 professional references (we will consult you before contacting references)

BACKGROUND CHECK REQUIRED: Applicants offered the Resident Steward position will be required to

undergo a background check prior to employment.

POSITION SUMMARY:

Feather River Land Trust (FRLT) owns and manages the Sierra Valley Preserve and Nature Center, a 2,575-acre nature preserve located near Beckwourth, CA. The Nature Center opened in December 2024 and offers a variety of nature-based events for schools and the public. The Resident Steward will work at the intersection of land stewardship, facilities maintenance, and public engagement. They will support the general maintenance of our preserve and facilities. On certain days, they will be the primary FRLT staff at the Nature Center, where they will greet and enthusiastically engage visitors. At other times they will support the Land Stewardship Team with land management activities outdoors including weeding and vegetation management, fencing, trail maintenance, and other tasks.

Our Land Stewardship Team is responsible for the management, maintenance, monitoring, and restoration of lands and waters that FRLT has protected, and other publicly important conservation values like public access, historic buildings, and cultural resources.

The Sierra Valley Preserve Resident Steward will be supervised by the Stewardship Director and work closely with other stewardship staff, and the Public Programs Manager.

DUTIES:

Duties stated below encompass a variety of tasks Resident Steward may undertake. Each day may vary depending on the needs at the Preserve, and the season.

Maintenance and operation of Sierra Valley Preserve

- Assist with daily opening and closing of gates at public access areas.
- Inspecting, cleaning, stocking of the restrooms, and vault toilets.
- Cleaning and maintenance of the Nature Center, floors, kitchen, office, and exhibits.
- Conduct landscaping and land stewardship activities, including mowing, weeding, snow removal (training provided), painting/staining, fence repair and pest and rodent control.
- Help keep the shop and maintenance yard clean and orderly.
- Patrol and maintenance of all public access areas on the Preserve (Nature Center, East, and West):
 - Cleaning, benches, signs, and replenish visitor guides
 - Maintenance of trails, with support from volunteers and Stewardship team
- Identify, document, and report problems or damage to landscape and/or facilities and equipment; and make repairs where ability allows.
- Document use of the Preserve by the public using remote cameras, processing photo data, adding data to spreadsheet.
- **Respond to incidents involving FRLT lands during regular business hours, after hours and on weekends, if needed.**

Nature Center and Public Program Support

- Staff the Nature Center, open/close, operating and problem-solving digital exhibits, and ensure a

safe and positive visitor experience.

- Respectfully engage visitors at the Sierra Valley Preserve, answer questions, provide helpful information, encourage donations, and ensure visitors follow the Preserve guidelines.
- Support FRLT events as requested, which may include engaging with donors, partners, and the public, supporting communications, printing flyers, event setup/cleanup, and staffing FRLT table at events.

Support Land Stewardship projects (as needed)

- Assist in habitat restoration and vegetation management activities including weed management, burning, revegetation, landform modification, and installation of erosion control measures.
- Ensure site safety including performing pre-event inspections, tail-gate safety briefings, and halting activities if safety concerns are encountered.

DESIRED QUALIFICATIONS & ABILITIES:

The skills and attributes listed are guidelines. Your education and work experience and life experience contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.

- At least two years of work experience in facilities maintenance, land management, construction, or natural resources management.
- Some experience in customer service, education, or community engagement is desirable; tactful verbal and written communications with the public and other staff are required.
- Passion for FRLT's conservation and education mission and a genuine desire to share it with public.
- Works well independently and in a team, takes responsibility and initiative, helps solve problems.
- Ability to operate power equipment (e.g. tractor, string trimmers, push mowers, ride on mowers, side-by-sides, other equipment), or learn these skills quickly.
- Competence using computers (email, word processing, file organization) and comfort working within cloud-based systems like Microsoft Office Suite.
- Valid driver's license and clean driving record.
- Some education in environmental studies, outdoor education, or natural resources management is helpful but not required.

DAILY PHYSICAL DEMANDS INCLUDE:

- Ability to perform physically demanding work
- Ability to both stand and sit for extended periods of time
- Reach with hands and arms
- Walk, climb, or balance and stoop, including climbing stairs
- Ability to lift 50 pounds while navigating uneven surfaces
- The ability to inspect, identify, observe, and assess safety situations in all work environments
- Work environment may include unpredictable weather conditions in remote locations

QUESTIONS: if you have questions about this position, please contact our office at 530-283-5758 or email apply@frlt.org prior to the application deadline of October 28, 2025.