

ARBORETUM PROJECT COORDINATOR

I. DEFINITIONS

ARBORETUM PROJECT COORDINATOR

This is technical work related to the coordination of ecological restoration and land management activities at the UW–Madison and the UW–Green Bay Arboretum, Sanctuary, Preserve and other natural areas used for research and instructional purposes. Positions provide the visiting public with an educational, enjoyable and satisfying experience in nature while serving the Arboretum’s mission. Positions allocated to this title coordinate, schedule, and implement plant restoration and land management projects developed by the Arboretum Director, the Land Care Manager, or an Arboretum Ecologist; assist in planning, coordinating, and implementing a prescribed burn schedule of prairies and woodlands; schedule and implement the control of exotic and ecologically unrelated plant species; maintain fire lanes throughout the Arboretum; perform general facilities, trails and operations support services; promote appropriate public use of Arboretum trails, collections, outdoor exhibits and facilities; protect research and restoration areas from activities that would compromise their integrity; train, assign work to, and review the work of Arboretum Technicians and other support staff and volunteers; may oversee the vehicle and equipment maintenance program; and may direct the daily operations of the unit in the absence of the supervisor. Work is performed under general supervision.

Representative Positions:

Arboretum Project Coordinator (UW–Green Bay): This technical position facilitates daily project activities and maintenance of the 220-acre Cofrin Arboretum and six off-campus natural areas totaling over 1,000 acres. The six tracts are held and maintained for teaching and research purposes. Remnant or restored plant communities include prairies, deciduous, conifer and boreal forests and wet lands. The position is responsible for access roads, signs, gates, unique structures, control of invasive species, and approximately 9.1 miles of trails. The position assists with training and supervision of 8-10 part-time employees, including students, volunteers, LTE’s and inmates. The position also provides technical assistance and lead worker direction for specialized campus and some Shorewood Golf Course site work projects. Work is performed under general supervision.

Arboretum Project Coordinator (UW–Madison): This is technical work related to the coordination of ecological restoration and land management activities at the UW–Madison Arboretum, a 1,200-acre natural area used for research and instructional purposes. This position is the lead worker on the Restoration Crew, which is part of the Arboretum’s Land Care Department. This position implements restoration and management plans for the Arboretum’s restored and remnant plant and animal communities; assists the Land Care Manager in planning, preparing for and conducting prescribed management and research burns; and coordinates the activities of the Field Staff, when requested, in the absence of the Land Care Manager. Arboretum land management contributes to the Arboretum mission by ensuring that the collections of ecological communities and horticultural plantings illustrate exemplary management practices and are a valuable resource for research, teaching and outreach. Work is performed under general supervision.

Arboretum Ranger (UW-Madison): This position performs technical work that promotes appropriate public use of Arboretum trails, collections, outdoor exhibits and outdoor facilities, while protecting research and restoration areas from activities that would compromise their integrity. The position

interprets the Arboretum to visitors and protects the Arboretum from visitor misuse and abuse to prevent degradation of the site and resources; monitors the trails and grounds for archival, phenological and management purposes; maintains standards and schedules for improvements or upkeep of footpaths, signs, and boardwalks, and carries out maintenance of footpaths and boardwalks; serves as the contact person for staff and visitors regarding conditions of the trail system; implements temporary trail signage (e.g. ski season) and closures as needed seasonally or with changing weather conditions; recruits and trains student assistants and volunteers; seeks out interaction with visitors for the benefit of the Arboretum; records and reports visitor interests, activities and needs and coordinates with other staff. This position serves as staff liaison with UWPD and has substantial responsibility for weekend care of the facility and grounds.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.