



2025 - 2026 PCC Position Description
Polk County Conservation Board
Chichaqua Bottoms Greenbelt
11204 NE 118th Ave, Maxwell, IA 50161

This site is hiring to fill the following positions:

- Position #1 and #2: Conservation Steward

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter Time (TQT)	11-mo	1200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$5,176.50/term

Host Site Overview: Polk County Conservation's mission is to provide the citizens of Polk County with quality outdoor recreation, conservation education, and long term protection of Polk County's natural heritage. GIA Members will be serving as a part of the Natural Resources Division, which is tasked with managing and maintaining our parks in a healthy natural state. PCC has a critical need in natural resources management as we manage over 15,000 acres of land in central Iowa, and have grown our landholdings by over 20% in the last 10 years. Service activities will cover a broad range of natural resources conservation tasks, and GIA Members will have the opportunity to learn from many professionals in the environmental field. GIA Members will be a great asset in helping PCC tackle many of our issues related to natural resources management in our parks and trail systems.

GIA Performance Metrics

- Tree Planting
- Invasive Species Management
- Prairie Maintenance
- Seed Harvest
- Prescribed Fire

Site Supervisor(s): Doug Sheeley, Natural Resources Manager

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service

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- Be 17 years or older (*17-year-old applicants require parental consent*)
 - Pass a national service criminal history check
 - Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
 - Have a valid driver's license
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Position: Conservation Steward

Position Outline: GIA Members will assist with many tasks that our Natural Resources Technicians perform on a regular basis in order to expand our capacity for project work. Members will assist in activities associated with prairie restorations, invasive vegetation removal, prescribed burning activities, and conservation land maintenance. Members will be responsible for safety practices while in the field, as well as record keeping and reporting of completed activities. Members will have the opportunity to serve in a variety of roles that contribute to natural resources conservation, as well as to learn more about Iowa's natural ecosystems.

Member Duties:

- Invasive vegetation control including mowing, pulling, cutting in a variety of ecosystems
- Chemical application may be used by service members willing to obtain their Pesticide Applicator Certification
- Maintenance and enhancement of prairie plantings. Installation and maintenance of trees and native gardens/features, including seeding, planting, weeding, watering, mowing, and other tasks
- Harvest of native prairie seed and tree mast for replanting projects. Assist seed cleaning & processing processes in PCC's state of the art seed processing facility.
- Assist with Timber Stand Improvement projects.
- Assist with tree trimming, crown raising and removal – including felling, bucking & limbing. Chipping and stump removal.
- Assist with large volunteer and organization-wide projects (e. g., National Trails Day, Grow Wild)
- Installation and maintenance of erosion control features.
- Water quality testing and data entry for members willing to complete training modules.
- Clean up of dump sites and removal of fences on public land holdings.
- Assist firebreak preparation and prescribed burning activities. National Wildland Fire Certification available for service members desiring to obtain.
- Assist with trail maintenance and construction using Sustainable Trail Design concepts.
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site

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- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- A positive attitude and willingness to learn skills related to natural resources conservation
- A desire to work outdoors during all seasons in Iowa and be willing to work in high & low temperatures, around biting/stinging insects and noxious plants. Training and equipment provided to mitigate these challenges.
- Experience with invasive plant removal is a plus, but not a requirement
- Familiarity with identification of native Iowa plant species is a plus, but not a requirement
- A willingness to take on a wide variety of tasks, while working as a team to complete natural resource projects.

Members can expect to gain the following skills/experiences in this position:

- Learn about the role of County Conservation Boards in Iowa's conservation community
- Increase plant identification skills – both non-native and native Iowa species
- Learn about tree planting and care
- Learn about the process of prairie restoration
- Gain an understanding of fire ecology and its importance to restoration activities
- Gain experience in woodland management.
- Gain an exposure to and develop skills with hand tools and other small power equipment used in the conservation field
- Work with career professionals in natural resources management in a wide variety of habitat types & individual landholdings on a wide variety of project types.

[Green Iowa AmeriCorps](#) is managed by the University of Northern Iowa's [Center for Energy and Environmental Education](#)

