



Title: VHCB AmeriCorps Land Management and Restoration Coordinator (Richmond)

Reports to: Restoration Director & Forestry Director

Effective Date: October 31, 2026

POSITION OVERVIEW

This position will allow VLT to continue building baseline information across the properties we own and manage, and assist in building improved systems for monitoring, maintenance, and programming on VLT fee-owned and conserved lands. The position will also coordinate, implement, track, monitor, and care for introduced species control projects and a range of watershed restoration projects, from riparian buffer plantings to stream and wetland restoration.

ESSENTIAL RESPONSIBILITIES

- Invasive species management including conducting invasive plant and insect surveys - developing associated management plans, and coordination of invasive plant removal on public, non-profit, tribal or VLT lands.
- Participation in Cooperative Invasive Species Management Associations (CISMA) that VLT has helped organize including: Southeast Vermont CISMA , Batten Kill Watershed CISMA, Orleans County CISMA.
- Assist in the advancement of other CISMAs across Vermont through a cooperative initiative with VT Agency of Agriculture, VT Dept. of Forests, Parks, and Recreation, VT Assoc. Of Conservation Districts (VACD), and Assoc. of VT Conservation Commissions (AVCC).
- Implement riparian buffer plantings by assisting partner leads, or in some cases coordinating, planting projects on conserved farms.
- Physically flag riparian buffer areas to aid project planning on conserved farms.
- Comfortably interface with volunteers, partners, landowners, VLT colleagues, and other stakeholders.
- Tend, maintain, and monitor riparian buffer projects by watering, string trimming, tracking project success, inventorying trees, and reporting on projects.
- Implement and adaptively manage additional restoration projects including instream wood addition projects, wetland restoration projects, stream crossing improvements, and dam removal projects.
- Assist Restoration Project Manager with restoration planning, inventory, and assessment.
- Record data on restoration project performance for operations and maintenance, planning, internal tracking, and reporting purposes.
- Coordinate and supervise volunteers to assist with riparian buffer planting, invasive plant removal, process-based restoration, and other restoration projects.

- Travel throughout Vermont in own vehicle, operate independently in the field (farm, forest, wetland, and stream settings) in all weather conditions, carry, use, and maintain equipment including gas string trimmer, shovels, pick mattocks, loppers, and other hand tools.
- Monitoring of conservation easement lands in line with VLT's current protocols:
 - Land manager/owner contact, remote sensing, site visit that often includes seeing the property's conservation features, all structures, and agricultural or forestry activities.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions

- Create maps and enter restoration and planting data in internal tools including spreadsheets and online tools.
- Assist VLT staff with other projects as needed and as member skills and capacity allow.
- Participate in disaster response and recovery activities. AmeriCorps members may be asked on a volunteer basis or requested by SerVermont to assist in disaster response and recovery activities. This may include service opportunities outside of standard service hours or in place of standard service duties. Disaster response activities must be approved and reported to SerVermont by the program.
- Participate in VLT staff trainings
- Support VLT Restoration, Conservation, Forestry, Lands, and Stewardship teams
- Field and remote mapping, and boundary delineation on VLT fee lands
- Creation of website and social media content, educational materials, and research related to focus areas

QUALIFICATIONS

- AmeriCorps qualifications (45 CFR §2522.200(a)) include the following:
 - Be at least 17 years of age at the commencement of service; or be an out-of-school youth 16 years of age at the commencement of service participating in a program.
 - Have a high school diploma or its equivalent; or not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or obtain a waiver from AmeriCorps (see details on application site); or be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#)).
 - Be a citizen, national, or lawful permanent resident alien of the United States.
 - Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).
 - Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants.

- Additional qualifications
 - Understanding of and commitment to the Vermont Land Trust's vision and mission.
 - Bachelor's degree in Environmental Science, Natural Resource Management, or related field.
 - Experience with field mapping, ArcGIS, and GPS. Experience with field service, navigating difficult terrain, compass skills, and map reading skills.
 - Experience with equipment, including tractors, all terrain vehicles, power tools, and hand tools.
 - Excellent interpersonal and communication skills. Ability to communicate with different personalities. Ability to coordinate multiple projects simultaneously while maintaining attention to detail.
 - Ability to represent VLT and interact effectively with a wide range of organizations and individuals, both inside and outside the organization.
 - Ability to serve independently and remotely, and to engage in independent and group problem solving.
 - Ability to effectively operate computers and assigned software, including Microsoft Office Suite, mapping software including ArcGIS, and digital photography-related software.
 - Strong planning, organizational, administrative, problem-solving, and decision-making skills.
 - Pass Vermont AHS Child Protection and Adult Abuse Registry Checks.
 - Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
 - Available to regularly serve 40 hours per week.

CONDITIONS & PHYSICAL DEMANDS

Conservation work is performed outdoors in all weather conditions and may involve exposure to noise, dirt, dust, smoke, vehicle and other fumes, and to large machinery and livestock. Frequent standing, walking, and climbing on steep, wooded terrain is required. Operate varied equipment, including GPS, compass, clinometer, pruning saw, shovel, digital camera, ATV, tractor, and occasionally a chainsaw or snowmobile. Operate a motor vehicle and travel regularly. Occasional lifting is required.

Some tasks are performed in a normal office environment (i.e., VLT's Richmond office). These tasks are not subject to extremes of noise, temperature, odor, etc. Operate computer, printer, photocopier, fax machine, and other office equipment, as well as cameras and GPS units. Tasks may require extended sitting and repetitive motion in the use of computer, keyboard, and mouse.

The above statements are intended to describe the general nature and level of tasks being performed by people assigned to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the task is similar, related, or a logical assignment to the position.

COMPENSATION

This service position is full-time, requiring 1,720 hours for an average of 40 hours per week for 47 weeks (11 months). Members will receive a living allowance of \$31,000 (pre-tax) and an education award of \$7,395 (pre-tax) upon successful completion of service.

The member will have the opportunity to receive Game of Logging training.

All positions are eligible for health insurance, training opportunities, and leadership development through AmeriCorps.

HOW TO APPLY

Please apply through VHCB's website (under *Current Service Opportunities > Conservation & Environmental Education*) via the link included below: [My AmeriCorps - Home Page](#)

ABOUT THE VERMONT LAND TRUST

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us. VLT is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 650,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

OUR VALUES

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

- **Service:** We value service through high-quality work and bring integrity to all that we do, inspired by our mission.
- **Trust:** We value building and maintaining the trust of the communities and people with whom we work.
- **Communication:** We value transparency, listening, curiosity, candor, clarity, and patience.
- **Fairness:** We value diverse experiences and perspectives and strive to extend the benefits of our work to all.
- **Community:** We value a supportive and collegial environment based on teamwork and mutual respect.
- **Learning & Growth:** We value growth and improvement that challenges us and fosters learning, creativity, and flexibility.

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.