



THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION

invites applications for the position of:

Weed Warrior Program Assistant - Seasonal

An Equal Opportunity Employer

Salary: See Position Description

SALARY:

OPENING DATE: 02/04/22

CLOSING DATE: Continuous

DESCRIPTION:

The Maryland-National Capital Park and Planning Commission (M-NCPPC), a six-time National Recreation and Parks Association Gold Medal Award Winner, has a career staff complement of nearly 800 employees and we serve a diverse population of more than one million residents in the Washington, DC area. We manage 421 parks on more than 37,000 acres of parkland. Go to our website to learn more: <https://www.montgomeryparks.org/>

DIVERSITY STATEMENT: *Montgomery County Department of Parks believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success. Montgomery County Parks does not make hiring decisions based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, political affiliation, or ideology or status as a Veteran.*

Do you have a desire to help protect our Montgomery Parks natural resources by engaging the community? Have an interest in native habitats and non-native, invasive plants and put to good use your organizational talents and attention-to-detail? If this sounds like a good fit for you, then Montgomery Parks welcomes you to apply to become one of our team.

Montgomery Parks is seeking a capable and people-oriented person to assist in the management of a corps of passionate and engaged volunteers who combat non-native, invasive plants and restore degraded habitats. In addition to being willing and able to learn new things, the candidate should be flexible, friendly, and approachable as most of this work will include interaction with the public.

Under supervision of the Department's Weed Warrior Volunteer Program Manager, the incumbent will assist and support day-to-day administration of volunteers and associated projects, to include database management, responding to existing/interested volunteer inquiries, organizing training materials and assisting with training events; this employee will work with staff, train volunteers, and establish conservation groups. This position may require occasional weekend and evening work.

Important knowledge, skills, and experience: Excellent people skills; excellent writing, organization, word processing and computer skills; familiarity of non-native, invasive plant impact and identification and management; experience working with, coordinating and supervising volunteers.

EXAMPLES OF IMPORTANT DUTIES:

- Learn about (and be able to explain) our top non-native, invasive plants, including how to identify them in the field and the Weed Warrior control methods.

- Maintain and update detailed volunteer records using computer software, including Excel and the Montgomery Parks Volunteer Services Office's Samaritan database.
- Assist volunteers with the online database and training e-courses.
- Help the Weed Warrior Volunteer Program Manager plan and organize training and appreciation events.
- Learn about and be able to explain the Montgomery Parks Volunteer protocols.
- Attend and assist Weed Warrior Workdays and in-person trainings.
- Correspond with Weed Warriors and the public via email and Microsoft Teams.
- Answer questions about the Weed Warrior Certification program and assist volunteers with the certification steps.
- Write articles for the Quarterly Weed Warrior Newsletter.
- Coordinate and help volunteers register for large-scale volunteer Weed Warrior Workdays.
- Drive a Montgomery Parks vehicle and help with plant and tool delivery.
- Maintain and update tool inventory and loan spreadsheet.
- This position pays at a rate of \$15.00/hr.
- Work schedule is Monday to Friday, occasional weekends, 16 hours per week.

MINIMUM QUALIFICATIONS:

1. Ability to complete tasks both independently and under minimum supervision as part of a team, while following direction, paying close attention to detail, and working within deadlines.
2. General competency for personal computer use, including all of Microsoft Office suite, and advanced familiarity of Office Outlook.
3. Minimum age: 18 years old
4. A valid driver's license or the ability to acquire one.

Preferred Qualifications:

1. Knowledge and experience working in Montgomery County (familiarity of Montgomery County and Montgomery Parks)
2. Experience working with, coordinating, and supervising volunteers is highly preferred.
3. Experience with databases is highly preferred.

SUPPLEMENTAL INFORMATION:

1. This position is offered without health benefits and leave (limited paid sick leave accommodation).
2. A criminal background check is required prior to employment.
3. Verification of full vaccination for COVID-19 is required prior to employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.mncppc.org/jobs>

Job #WW22
 WEED WARRIOR PROGRAM ASSISTANT - SEASONAL
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OUR OFFICE IS LOCATED AT:
 6611 Kenilworth Avenue
 Suite 103
 Riverdale, MD 20737
 301-454-1411
RecruitandSelect@mncppc.org

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Weed Warrior Program Assistant - Seasonal Supplemental Questionnaire

* 1. Are you at least 18 years of age?

Yes No

* Required Question