



1207 Seminole Highway
Madison, WI 53711-3726
(608) 263-7888
Fax (608) 262-5209
arboretum.wisc.edu

Restoration Team Leader Position Description

Title: Restoration Team Leader

Supervisor: Marian Farrow, Restoration Work Party Field Manager

Objective: Assist with ecological restoration and management, as well as nonformal environmental education, in the UW–Madison Arboretum’s diverse collection of restored ecological communities.

Responsibilities:

- Commit to the full training period plus 60 hours of restoration team leader service. The 60 hours is most often served by leading 15 work parties over two years, one a month, with a co-leader.
- Teach and supervise other volunteers at the ecological restoration work parties. Restoration activities include, but are not limited to:
 - Clearing and stacking brush (using loppers and hand saws)
 - Removing invasive plants (by weeding and/or herbicide application)
 - Removing downed wood
 - Preparing sites for prescribed burns
 - Planting seeds and plants in restoration sites
 - Maintaining trails
 - Collecting research data
- Make a regular commitment to set-up, lead, and clean-up after work parties. Work parties are Saturday mornings from 9 a.m.–12 p.m., and preferably co-led by 2 people. Restoration team leaders arrive by 8:30 a.m. to prepare and wrap-up between 12:30 and 1 p.m.
- Provide learning opportunities for volunteers about a variety of related topics (e.g., plant identification, native ecosystems, restoration ecology, phenology, ecological principles, research at the Arboretum, etc.).
- Keep accurate records of volunteer participation.
- Be prepared for and handle emergency situations.
- Properly use, clean, and store equipment and vehicles.
- Maintain communication with Arboretum staff about work assignments and work party feedback.
- Follow Arboretum procedures and policies.

Qualifications:

- Be at least 18 years old.
- Have previously attended an Arboretum ecological restoration work party.
- Complete Restoration Team Leader Training.
- Complete Adult First Aid/CPR Training.
- Be a committed and responsible leader.
- Have a desire to restore Arboretum lands.
- Have enthusiasm for teaching and supervising volunteers.
- Be willing to apply herbicide on invasive plants.
- Be ready to work outside, dressed appropriately, in most weather conditions and all seasons. Work sites may have bees, wasps, noxious plants such as poison ivy and ragweed, and lack bathroom facilities.
- Able to lift 30 pounds, to bend, squat, and kneel, and to sometimes work on hands and knees.
- Have reliable transportation to and from the Arboretum.
- Have valid Wisconsin driver's license for at least 2 years, and a good driving record (if you have been licensed in WI for the less than 2 years, additional paper work is required).

Commitment and expectations:

A commitment of 1 1/2 to 2 years is required. This includes four months of training followed by 60 hours as a volunteer restoration team leader. Team leader duties include:

- Sign up for work parties in advance.
- Lead approximately 15 work parties, usually one per month.
- Find substitute team leaders if you must miss a work party you signed up to lead.
- Inform other team leaders if you cannot make work party or are running late.
- Arrive promptly at Lab to set up for work parties.
- Submit yearly reports for Driver's Authorization.
- Take online training for Mandatory Reporters of Child Abuse.
- Pass a background check (if you want to lead work parties with children).
- Return Lab key and conduct exit interview upon retiring as a restoration team leader.

Training and Preparation:

The Arboretum provides an extensive training program for restoration team leaders, taught by staff and other professionals. The training takes place in odd-numbered calendar years. Training consists of demonstrations, hands-on field work, and lectures. Cost for the training is \$100 and includes a training manual. Trainees must also obtain Red Cross Adult First Aid & CPR Certification by the end of the training program; the Arboretum does not cover this expense. Successful training and CPR/First Aid Certification are required before beginning the restoration team leader position. There will be periodic gatherings for restoration team leaders, such as special work parties, field trips, and classes.

Benefits:

- Restore ecosystems and habitat for wildlife, including endangered species, sandhill cranes, great horned owls, gray treefrogs, monarch butterflies, and hundreds of other species.
- Enhance leadership, communication, and management skills.
- Develop resourcefulness and problem-solving skills.
- Deepen your community ties.
- Gain knowledge and skill in ecological restoration and conservation of diverse landscape.
- Learn to identify plants and animals, increase ecological literacy, and teach others.
- Gain a deeper understanding of phenology, natural history, ecosystem functions, and the importance of native species.
- Work with interesting and enthusiastic volunteers.
- Get fresh air and exercise in beautiful natural areas, in every season.
- Enjoy the quarterly volunteer newsletter, recognition in the Friends of the Arboretum newsletter, and the annual volunteer reception with friends and family.
- After 60 hours of service, restoration team leaders are eligible for professional letters of reference or recommendations from Arboretum staff.
- Practice leadership and communications skills, aligned with UW–Madison’s Coordinated Leadership Initiative competencies and values.

The University of Wisconsin-Madison is committed to providing equal opportunity and equal access in compliance with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures.

Contact Marian Farrior at marian.farrior@wisc.edu or 608-265-5214 for more information.