



Position Description

General Information	
UW System Title:	Outreach Program Coordinator
UW System Code:	OE005
Business Title:	Vallier Treehaven Resident Ecologist
Supervisor's Business Title:	Director of Treehaven
Hours/Shift/Work Schedule:	8:00 a.m. to 4:30 p.m. Monday thru Friday
Check as needed:	<input checked="" type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Treehaven
Department:	AA/CNR/Treehaven
Supervisory Position:	<input checked="" type="checkbox"/> Student/Graduate Assistants <input type="checkbox"/> Non-Student (FASLI, US, USTE)
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	2/21/2025
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy .)	

Department Description
Treehaven is a residential education, research, and conference facility that is a part of the College of Natural Resources (CNR). It is located between Rhinelander and Tomahawk, WI, resting on a glacial ridge overlooking 1,400 acres of forest and wetlands. Treehaven is home to the CNR's 6-week summer field experience. The College of Natural Resources has approximately 1,500 undergraduates, 100 graduate students, and over 130 faculty and staff. The college supports undergraduate natural resource programs with disciplines in Fisheries and Water Resources, Forestry, Environment and Society, Soil and Waste Resources, Wildlife Ecology and the Department of Paper Science and Chemical Engineering.

Position Summary

This position contributes to and enhances the Treehaven mission as the College of Natural Resources' (CNR) center for integrating natural resources education, research, land management and outreach.

Overall, this position will develop and implement stewardship, land management, outreach, and academic activities and research that promote and enhance stewardship of the Treehaven property by:

- Increasing Treehaven's and the College's visibility through academic, education, and public outreach.
- Enhancing CNR's interdisciplinary conservation and natural resource mission through innovative teaching, professional development and research at Treehaven.
- Maintaining communication and coordination of planned land management and research activities with Treehaven staff, CNR faculty, Wisconsin Forestry Center staff, the CNR land management committee, and CNR administration.

Primary Responsibilities

**% of
Time**

A. Stewardship/Land Management

- Implement, evaluate, and keep updated, the Treehaven Land Management Plan in coordination with the Treehaven Director, CNR property manager and CNR Land Management Committee.
- Coordinate all timber sales for Treehaven.
- Coordinate and/or conduct Treehaven site surveys and establish ongoing, long-term map databases for forest stands habitat types, roads, recreational trails, and invasive species.
- Coordinate UWSP/CNR student volunteer days to assist with land management at Treehaven.
- Hire, coordinate, and supervise CNR students to assist with land management at Treehaven.
- Coordinate trail grooming and road and trail maintenance projects at Treehaven.
- Manage Treehaven's public information communication regarding land management activities, and recreation opportunities to include developing new trail signage and maps.

40%

B. Outreach/Service

- Serve as resident ecologist/educator available to assist in teaching Treehaven's public and school programs related to land management, forestry, and Northwood's ecology.
- Manage the production of maple syrup at Treehaven
- Develop/coordinate and implement programming for natural resource focused groups including the Wisconsin Forestry Center.
- Develop relationships with WI Department of Natural Resources and other relevant state, tribal, federal agencies/departments, and professional and NGO groups to increase professional development offerings at Treehaven.

10%

C. Academic <ul style="list-style-type: none"> • Coordinate and supervise teaching of the Plant Identification Course (NRES 405) during the CNR Summer Field Experience including supervising the Plant Teaching Assistant (TA) and working with faculty to organize weekly plant walks and the final exam. • Develop new class resources to aid students in plant identification. • Facilitate the integration of new research and natural resources management activities into the summer session. • When/where appropriate teach credit and non-credit courses at Treehaven in land management or other topics to be determined. • Serve on the CNR Land Management Committee and CNR Summer Field Experience Committee. 	35%
D. Research <ul style="list-style-type: none"> • Coordinate all on-site research by UWSP/CNR faculty and staff. • Coordinate all external research requests including National Ecological Observatory Network (NEON) and NEON partners. • Serve as principal investigator for ongoing land management research projects at Treehaven (Treehaven burn plots, Oak regeneration experiment). • Hire and supervise CNR students to assist with on-site research projects. • Lead grant writing efforts that support land management and programmatic activities at Treehaven. 	15%

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- Master of Science in Natural Resources, Forestry, Ecology, Biology or related field.
- Demonstrated abilities and experience in land management and providing educational programming.
- Minimum 3 years' experience in Forestry or related natural resource management.
- Ability to provide leadership and work independently and within a cooperative team.
- Strong demonstrated abilities in personal and public communications, including oral and written forms.

Preferred Knowledge, Skills, and Abilities

- Experience writing timber sales or contract administration.
- Competency in computer use and field computer equipment, including - GIS and other land management or research software (ArcGIS, Microsoft Access, R).
- Experience using land management field equipment, including chainsaws, sawmills, and kilns.
- Experience developing and managing budgets.

Other – Knowledge, Skills, and Abilities:

- ☒ Job Requires Driving a State Vehicle
- ☒ Pre-employment Physical Assessment Required
- ☐ Pre-Employment Financial Check Required
- ☐ Independent travel is a core function of the job

Physical Effort/Demands:					
	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operated:					
<ul style="list-style-type: none"> • Various computer systems and/or software; Photocopier; printer • Vehicles: Utility Terrain Vehicle, Snowmobile, Tractors • Woodworking Equipment: Chainsaw, Wood Mizer, Dry Kiln 					
Working Environment:					
<p>The noise level in the work environment is variable. Hearing protection is available and required when needed in various land management activities. The working environment usually consists of either an office or being outdoors. Noise levels can vary depending on the equipment being used, and at times, they can be quite loud. Personal protective equipment (PPE) is required based on specific equipment. Workers are expected to perform outdoors in all weather conditions.</p>					

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date