



Job Description: Refuge Manager

Hirundo's Refuge Manager oversees stewardship activities at the Hirundo Wildlife Refuge working with the Chair and members of the Stewardship Committee and volunteers. The Refuge Manager is responsible for identifying opportunities to improve the condition of buildings, facilities, grounds, trails, roads, signs and equipment. Educational requirement is a high school diploma, and prior experience with organizing and conducting similar job tasks is expected. A Refuge Manager should be a team player who is organized, has a strong work ethic, an eye for detail, the ability to make sound decisions and to communicate effectively. Comfort in walking forested trails and in safely handling tools including chain saw is required.

The hourly position is part-time and partially seasonal with summer hours up to 20 per week and winter hours (mid November through mid March) up to 10 hours per week. Pay rate starts at \$20/hour, or higher commensurate on experience.

Specifically, tasks of the position include:

Working as part of the Stewardship Committee:

- Conferring with the Stewardship Committee Chair on goals, priorities and logistics of stewardship tasks
- Maintaining a spreadsheet of repair and maintenance tasks needed and status of task
- Recommending and purchasing equipment, gear and items that are worthwhile to improve stewardship goals

Routine maintenance of facilities:

- Making minor repairs that are within the skill level of the Refuge Manager
- Weekly cleaning and resupplying of outhouses and Shelter (cabin)
- Checking security cameras
- Checking buildings and cleaning/repairing or notifying Stewardship Committee of the need to contract repairs as needed
- Overseeing status of trails and internal access road and communicating trail/road condition updates for the public via the social media team
- Overseeing volunteers who open and close Hirundo gates and recommending to the Stewardship Chair when seasonal or condition-related gate closures are advisable
- Helping with setting up location for programs and events
- Mowing and brush hogging fields seasonally
- Cleaning and maintaining order in the boats and paddling equipment
- Maintaining and organizing repair as needed for equipment such as tractor and ATV
- Keeping kiosks in good order such as replacing posters and brochures as needed

Overseeing work by volunteers and contractors

- Organizing and supervising volunteer crews as needed for trail clean-up and maintenance, invasive species mitigation, repairing/building bird nest boxes, maintaining a clear channel from boat launch to stream, or other tasks
- Interfacing with contractors of various types as needed e.g., arborist, electrician, etc.
- Overseeing equipment and facilities rentals to the public, e.g., cabin, snowshoes in winter, boats in summer

To Apply: Email resume, cover letter and references to info@hirundomaine.org

About Hirundo:

Hirundo Wildlife Trust is a 501c3 nonprofit organization that maintains the Hirundo Wildlife Refuge, a 2460-acre expanse of conserved forests and wetlands near Old Town, Maine. Our mission is to enjoy, understand and protect Hirundo's natural and cultural environment for the mutual well-being of our human and wildlife communities. We aim to connect all people with nature for mutual benefit. Learn more at www.hirundomaine.org or on our Facebook page.