



Protecting nature. Preserving life.

## VOLUNTEER OPPORTUNITY

<b>Title:</b>	<b>Hunting Program Volunteer Administrator</b>
<b>Preferred Hours:</b>	Flexible, 20-40 Hours Annually
<b>Approx. Dates:</b>	Flexible
<b>Location:</b>	Western, MA

---

### About this Opportunity:

The Hunting Program Volunteer Administrator is responsible for helping coordinate hunting applications, hunting permits, and exit surveys with the Western MA Land Steward. Each year hunters apply to hunt deer and turkey on Nature Conservancy preserves in Western, Ma. Those that meet our requirements are given permits, parking passes, and other materials. At the end of each season hunters submit exit surveys that detail their success and other solicited information about their time in the woods. This volunteer position will process the received applications, disperse the eligible permits, enter data into an Excel spreadsheet from the received exit surveys, and complete and end-of-year report. Paperwork is primarily digital and will require competency in email, word processing and other similar Microsoft Office products. This position can be done remotely with use of a personal computer or at a local TNC office. Approximately 20-40 hours annually, but concentrated during the spring (April – May) and fall (Sept-Oct). There is also the possibility to expand into additional administrative tasks for our land stewardship program if interested.

### Knowledge/Skills Preferred:

- Experience with Microsoft Office Suite, especially Word and Excel
- Ability to prioritize work independently, working with supervisor as needed.
- Interest in The Nature Conservancy's mission

### Working Conditions:

- Work requires only minor physical exertion and/or physical strain. Work is generally performed at a seated desk.
- Some potential in-the-field work, if interested and able.

### To Apply:

If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Hunting Program Volunteer Administrator

Volunteer Interest Form: <https://docs.google.com/forms/d/e/1FAIpQLSd6f-Jsyh0X0CEEu5smY12afJePTHW03UAjY1ZLAp7dfm5wMA/viewform>



Protecting nature. Preserving life.

### VOLUNTEER OPPORTUNITY

**Title:** Preserve Monitor Volunteer  
**Preferred Hours:** Flexible  
**Location:** Western MA Preserves

---

#### About this Opportunity:

The Nature Conservancy in Massachusetts (Great Barrington Office) is seeking a Preserve Monitor Volunteer to assist with various stewardship projects including:

- Visiting agreed upon preserve 2 to 12 times per year
- Assessing and communicating the condition of the preserve with TNC staff members
- Walking the property boundary to document and report any trespass or land abuse issues
- Reporting on the condition of trails, parking areas and other public areas
- Identifying and mapping invasive species present
- Participating in volunteer workdays at the preserve
- Documenting hours at the preserve and submitting a trip report after each visit

They will work closely with the Great Barrington Land Steward.

#### Knowledge/Skills Preferred:

- Ability to navigate by map
- Experience with trail maintenance using non-power tools
- Ability to prioritize work independently, working with supervisor as needed.
- Interest in The Nature Conservancy's mission

#### Working Conditions:

- Work requires some physical exertion and/or physical strain. Work environment may involve exposure to disagreeable elements. Volunteer should have basic physical fitness to hike moderately challenging outdoor terrain.

#### To Apply:

If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Preserve Monitor Volunteer Position.

Volunteer Interest Form: <https://docs.google.com/forms/d/e/1FAIpQLSd6f-Jsyh0XOCEEu5smY12afJePTHW03UAjY1ZLAp7dfm5wMA/viewform>



Protecting nature. Preserving life.

### VOLUNTEER OPPORTUNITY

**Title:** Resource Mapping Volunteer  
**Preferred Hours:** Flexible – preferably 2 days a week  
**Location:** Berkshire County Preserves, MA

---

#### About this Opportunity:

The Nature Conservancy in Massachusetts (Great Barrington Office) is seeking a Resource Mapping Volunteer to assist with various stewardship projects including:

- Mapping invasive plants, trails and other important features
- Collecting new data in the field and updating historic data
- Perform quality control and other tasks with data in ArcGIS

They will work closely with the Great Barrington Land Steward.

#### Knowledge/Skills Preferred:

- Knowledge of or experience with GIS/GPS
- Familiarity with common invasive plants
- Ability to navigate by map
- Ability to prioritize work independently, working with supervisor as needed.
- Interest in The Nature Conservancy's mission

#### Working Conditions:

- Work requires some physical exertion and/or physical strain. Work environment may involve exposure to disagreeable elements. Volunteer should have basic physical fitness to hike moderately challenging outdoor terrain.

#### To Apply:

If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Resource Mapping Volunteer Position.

Volunteer Interest Form: <https://docs.google.com/forms/d/e/1FAIpQLSd6f-Jsyh0X0CEEu5smY12afJePTHW03UAjY1ZLAp7dfm5wMA/viewform>