



JOB DESCRIPTION

Job Title: Water Steward (Temporary, Part-Time)

About Partners for Clean Streams, Inc. (PCS):

Partners for Clean Streams, Inc. (PCS) is a 501(c)(3) nonprofit organization dedicated to improving water quality in Northwest Ohio, with a focus on the Greater Toledo area. Our mission is to restore, protect, and maintain the health of the region's waterways for the benefit of all who live, work, and play in the area. PCS fosters a community-oriented approach to environmental stewardship, offering programs that engage residents, schools, businesses, and government agencies in preserving and enhancing our natural resources.

Position Overview:

The **Water Steward** is a temporary, part-time position supporting field-based programs and events between **July and October 2025**. The Water Steward will assist with coordination and implementation of public stream cleanup events, support planning and on-site execution of the **annual Clean Your Streams Day**, and provide assistance with water quality monitoring for the **Community Water Action in Toledo (CWAT)** program.

The ideal candidate will be organized, enthusiastic, and comfortable working outdoors with volunteers and scientific fieldwork. This is a great opportunity for someone pursuing a career in environmental science, conservation, or nonprofit community outreach.

Part-time: \$12.00/hour

Reports to: Program Coordinator

Type: Temporary, Part-time, Hourly

Timeframe: July – October 2025

Hours: 10–16 hours/week depending on program activity and availability. Some evening and weekend work required.

Location: Lucas County field locations; PCS office – Perrysburg, Ohio

Essential Functions:

Program Coordination & Field Support (60%)

- Coordinate logistics for public stream cleanup events including volunteer communication, supply organization, and site support.
- Assist in event planning, site assignments, and logistics for **Clean Your Streams Day** (Saturday, September 27, 2025).
- Prepare cleanup materials (gloves, bags, safety gear, etc.) and assist with data entry from cleanup results.

Water Quality Monitoring – CWAT (30%)

- Support CWAT volunteers by tracking site visits, logging sample route completions, and preparing field supplies for sampling.
- Upload CWAT data into spreadsheets for internal tracking and quality control.
- Coordinate and maintain field equipment and calibration supplies.

Administrative & General Support (10%)

- Assist with internal reports, spreadsheet organization, and data cleanup.
- Help order, restock, and manage program supplies.

Required Qualifications:

- Strong organizational skills and attention to detail.
- Interest in environmental science, water quality, or nonprofit programs.
- Comfort working outdoors in various weather conditions.
- Ability to lift up to 30 pounds and walk across uneven terrain.
- Excellent communication skills and a team-oriented attitude.
- Reliable transportation and a valid driver's license.

Preferred Qualifications:

- Experience with water sampling, cleanups, or citizen science programs.
- Working knowledge of Google Sheets or Microsoft Excel.

Work Environment & Physical Demands:

- Field-based duties will include lifting, carrying, and walking along streambanks.
- Protective attire is encouraged (e.g., boots, long pants, long-sleeve shirts).
- Office duties will be performed in-person at PCS's Perrysburg office
- Work hours may vary and will include some weekends and evenings for scheduled events.

Mileage/Travel:

- Local travel (under 30 miles one way) is not reimbursed.
- Travel over 30 miles one way is reimbursed at current IRS mileage rates.
- All non-local travel must be pre-approved by the Executive Director.

To Apply:

Send the following documents via email to:

Executive.Director@PartnersForCleanStreams.org

Subject: *Water Steward Application*

Please include:

- Cover Letter (optional)
- Resume
- Two References (1 professional, 1 personal)

You may also mail materials to:

Partners for Clean Streams, Inc.

Attn: Jesse Stock

PO Box 203

Perrysburg, OH 43552

Closing Date: Friday, July 25, 2025

Learn more at www.PartnersForCleanStreams.org

Equal Opportunity Employer:

Partners for Clean Streams is an Equal Opportunity Employer. We welcome applicants from all backgrounds and are committed to creating a diverse, inclusive, and equitable workplace.