Position Description

Internal Title: Staff Specialist
External Title: Forest Protection & Safety Coordinator
Job Code: 0083
Job Family: 6
Job Level: 9
Term: Part-time

About the Duke Forest:

The Office of the Duke Forest (ODF) is the university department responsible for the management and stewardship of the Duke Forest Teaching and Research Laboratory. The mission of the Duke Forest is to facilitate research that addresses fundamental and applied questions across a variety of disciplines and to aid in the instruction of all students in their pursuit of knowledge, especially regarding the stewardship of our natural resources.

In total, the Duke Forest is approximately 7,100 acres in Durham, Orange, and Alamance counties. Management of the Duke Forest is guided by a comprehensive plan that promotes the Forest’s academic mission while ensuring the protection of its natural resources. Five major management priorities that aim to maximize a wide variety of forest benefits guide the allocation of forest resources, and in particular, direct staff time and energy. These priorities also underlie strategic efforts to enhance the value of the Duke Forest as a University and community asset. More information is available at: dukeforest.duke.edu.

Occupational Summary:

The Protection and Safety Coordinator (PSC) is a seasoned community and public safety professional that supports the management and operation of the Duke Forest land base. The PSC primarily works with the Duke Forest field team to ensure a safe and productive environment for a diverse community of teachers, researchers, students, staff, and recreational users (among others) and embodies the University’s commitments to diversity, equity, inclusion, and belonging.

The PSC serves as a point person to: uphold guidelines, rules, and regulations around use of the Duke Forest; prevent and respond to unauthorized activities occurring on the Duke Forest; and in conjunction with the Duke University Police Department (DUPD), develop and maintain relationships with other proximate first responders (EMS, law enforcement, fire, crisis task force, etc.). A successful PSC appreciates the numerous roles the Duke Forest plays and the diverse audiences it serves. He/she/they express(es) a sincere commitment to accomplish the Duke Forest mission as part of a dedicated team and to approach every situation and interaction with compassion, care, and integrity.

Work Performed:

- Uphold guidelines, rules, and regulations for safe and appropriate use of the Duke Forest primarily through presence on-the-ground and engagement in non-escalating interactions with the Duke Forest user community.
- Patrol priority areas of the Duke Forest by foot, bike, and truck, especially during the deer management season in the fall and sometimes outside of normal business hours, e.g., weekends, weeknights.
Approach all interactions and situations in a non-escalating manner by treating all persons with dignity and respect, and with an intention to remediate through education and information sharing; if/when that approach is unsuccessful or inadequate, follow through with appropriate enforcement actions and/or engagement of other relevant personnel.

Prevent and respond to unauthorized and in some cases, unlawful activities e.g., trespass, vandalism, off-leash dogs, boundary encroachment, bicycles on foot trails, 4-wheelers/dirt bikes, dumping, poaching, animal release, etc.

Identify, respond, and/or manage situations related to acute or ongoing unauthorized activities; conduct preliminary or follow-up investigations, as needed; coordinate with the DUPD for criminal issues; create and maintain detailed reports/records and include other relevant personnel as appropriate.

Testify professionally in criminal and civil court proceedings, or otherwise cooperate with the court system or other proceedings to resolve criminal and non-criminal issues (when necessary).

Liaise, communicate, and maintain successful and trustworthy relationships with various emergency responders across the Duke Forest land base in conjunction with the DUPD, including local city/town/county law enforcement, EMS, fire departments, and crisis response units; NC Wildlife Resources Commission Law Enforcement; and NC Forest Service Law Enforcement.

Work with the ODF team to develop opportunities to welcome and engage this audience in the Duke Forest, and to express appreciation for the support provided.

Maintain a level of physical fitness that allows for safe physical exertion for the duration of a shift in cold, hot, or otherwise uncomfortable weather conditions. This includes the potential to hike approximately 8 miles of foot trail or bike approximately 9 miles of graveled road carrying a light supply pack in a day.

Participate in annual trainings related to diversity, equity, inclusion, unconscious bias, anti-racism, and related themes.

Participate with the ODF team in regular staff or field team meetings, and in occasional field management activities.

Qualifications:

- Associate degree (required); bachelor’s degree (preferred).
- Minimum 5-years’ experience in community social work, community safety/wellness, security, law enforcement, or a related field (required).
- Valid NC Driver’s license (required)

Skills:

- Excellent interpersonal, teamwork, and collaboration skills; experience working in a dynamic team environment with multiple goals and stakeholders.
- Excellent verbal and written communication skills.
- Excellent social and emotional intelligence capacities.
- Conflict/dispute resolution experience.
- Proficiency in using Outlook for email correspondence and Word for document creation; familiarity working with computer server storage systems.

Hours:
24 hours per week, schedule TBD and may be variable, some weekend and after normal business hours work is required.

To apply:

Please visit this link (https://dukeforest.duke.edu/psc) to submit a resume and cover letter summarizing your experience, interest, and appropriateness for this role. Address cover letter to Sara Childs, Duke Forest Executive Director. Applications will be accepted and processed on a rolling basis. Selected applicants will be contacted for phone and/or in-person interviews.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.