



Antrim Conservation District

Huron Pines AmeriCorps Position Description

POSITION TITLE: Stewardship Coordinator
PRIMARY SERVICE LOCATION: Bellaire, Michigan
RESPONSIBLE TO: Thomas Clement, District Manager

The Antrim Conservation District (ACD) was formed in 1944 by local farmers to conserve, improve, and maintain Antrim County's soil and to promote efficient and economical use of the land. ACD serves as the first stop for local residents, farmers, landowners, conservation groups, and the county government with their natural resource needs. Today, our mission remains the same: to promote the exploration and conservation of Antrim County's natural resources.

ACD is seeking an AmeriCorps member to enhance our ability to complete conservation projects within our service area, expand our reach to private landowners and boost opportunities for community engagement. A key component of this position will be to conduct trail maintenance in accordance with the Cedar River Natural Area Management Plan, promote riparian stewardship with private landowners, collect field data and coordinate volunteer events to combat invasive species, assist in operating the recycling program, and overall promotion of ACD's programs. We are seeking an individual who has a passion for the conservation of natural resources in Northern Michigan.

SCOPE AND PURPOSE OF SERVICE:

The AmeriCorps member will be involved in a diverse set of projects implementing ACD's conservation efforts and goals within all of our programs. These projects will include hands-on fieldwork, written reports, creation of outreach materials, and coordinating volunteer engagement events. A significant portion of service activities will take place in the field under all weather conditions with slight to moderate physical activity required. Fieldwork will be conducted as a team. Service locations include the ACD office, private and public properties within Antrim County, and areas within the CAKE CISMA service area (Charlevoix, Antrim, Kalkaska, and Emmet counties). Travel may be required with mileage reimbursed.

POSITION DUTIES AND RESPONSIBILITIES:

Cedar River Natural Area: Trail Maintenance/Development

- Use of GPS and ArcGIS (depending on skill level)
- Recruit and engage volunteers to help with trail construction and maintenance
- Update existing outreach materials, including trail map and trail signage
- Perform required trail system maintenance as needed (i.e.: spreading woodchips, mowing, etc.)
- Habitat restoration projects (wildlife improvement, preservations of undeveloped lands, etc.)



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Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.
Huron Pines is a nonprofit 501(c)(3) organization and an equal opportunity provider.

CAKE CISMA: Invasive Species Management

- Field data collection via GPS
- Survey both private and public lands within the CAKE CISMA service area (Charlevoix, Antrim, Kalkaska, and Emmet counties)
- Coordinate habitat restoration volunteer events (i.e.: North Point Nature Preserve garlic mustard pull, etc.)
- Host educational presentations regarding identification & prevention of invasive species
- Design and distribute outreach materials (i.e.: flyers, articles, social media posts, etc.)
- Occasionally be a member of the CAKE CISMA Strike Team to treat invasive species

Riparian Landowner Assistance/Soil Erosion Program

- Perform inspections on active sites with the Soil Erosion Officer
- Provide support to landowners with functional landscaping for storm water control
- Knowledge of native plants is a plus
- Promote and distribute outreach materials (i.e.: brochures, flyers, articles, etc.)

Recycling Program

- Help coordinate multiple (3) Household Hazardous Waste events throughout Antrim County
- Assist with maintenance of recycling centers (i.e.: emptying containers, update signage, etc.)
- Promote and distribute outreach materials (i.e.: brochures, flyers, articles, etc.)

PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit 4 "Great Stories"
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

QUALIFICATIONS:

- ✓ Bachelor's Degree
- ✓ Computer efficiency (typing, email, word processing, excel, social media, basic web/graphic design preferred)
- ✓ Trail experience strongly preferred
- ✓ Community outreach experience preferred
- ✓ Ability to pass a background check*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Northeast Michigan

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 40 hour per week position and runs from January 4- November 9, 2018. Benefits include \$12,630 living stipend, health insurance, \$5,730 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until September 29, 2017.

Reasonable accommodations: If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Jake Jermac, AmeriCorps Coordinator at (989) 448-2293 x30 or jake@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.