



Battle Creek Public Schools Outdoor Education Center
Huron Pines AmeriCorps Position Description

POSITION TITLE: Education and Land Stewardship Specialist
PRIMARY SERVICE LOCATION: Dowling, Michigan
RESPONSIBLE TO: Amy Cherry; Director, Kellie Donajkowski; Program Coordinator, and Matthew Santner; Events Coordinator

The Battle Creek Public Schools own and operate the Outdoor Education Center, a complete year-round outdoor education facility in the midst of a rural agricultural community in Barry County. Each year approximately 3,000 elementary students participate in educational programming at the Center using the surrounding woods as their classroom. This position will act as our land steward focusing on restoring habitat to native flora. This position will also develop an outreach program to implement in the surrounding schools. The restored habitat will allow us to instruct students about healthy ecosystems. This position is ideal for individuals with a conservation and plant background. Being able to identify invasive plants is important in addition to having experience in educational programs. This person should be able to work outside in any weather conditions and lift up to 30lbs.

SCOPE AND PURPOSE OF SERVICE: This position will have the following responsibilities and tasks. Lead invasive species removal as well as being in charge of developing an action plan to restore the habitat to native flora. Produce a document profiling the flora in the area including ways to identify plants. Develop and teach an education outreach program as well as educational summer day camps. Serve as Volunteer Coordinator; plan and coordinate project days and volunteers. This individual should be able to be outside in all weather conditions, lift up to 30lbs and hike up to 5 miles.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Resource Management

- Identifying invasive species and pest plants such as multiflora rose, oriental bittersweet, garlic mustard, tansy, and autumn olive.
- Develop an environmental stewardship plan. Using that plan to create an action plan to restore habitat so that it can be utilized once again for teaching spaces.
- Removal of the invasive species and pest plants.

Program: Volunteer Coordinator

- Plan, coordinate, and advertise 1 or 2 volunteer work days to restore native habitat by invasive plant removal.
- Work with maintenance staff to coordinate required supplies.

Program: Educational Outreach

- Develop, advertise and implement an educational outreach program targeting school groups and other youth groups.
- Develop and advertise a new summer day camp for preschool and elementary aged students.



4241 Old US 27 South, Suite 2, Gaylord, Michigan 49735 (989) 448-2293 www.huronpines.org

Program: Animal Care

- Develop/revise manuals for each of the animals the OEC has that are used for educational purposes.
 - The animals, care needed, and feeding/care charts.
- Assist with animal care.

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)
- ✓ 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. This location offers rustic housing (heat and electricity) with a shared bathhouse and kitchen a short walk away.

Applications and directions are available at www.huronpines.org/ameriCorps 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.