



Traverse City Michigan Department of Natural Resources
Huron Pines AmeriCorps Position Description

POSITION TITLE: Cooperative and Educational Programs Developer
PRIMARY SERVICE LOCATION: Traverse City, Michigan
RESPONSIBLE TO: Ada Takacs, Department Specialist

The Department of Natural Resources (DNR), Forest Resources Division, coordinates multiple programs for citizens and communities to engage in the management and protection of forestry resources in cities and rural areas. These programs include Urban and Community Forestry Program, Invasive Species Program, Adopt-A-Forest, Project Learning Tree, Wheels to Woods, and Fire Prevention.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve at the Traverse City Michigan Department of Natural Resources office. The position will conduct site assessments and monitoring, organize and track data, create/deliver education and outreach, and collaborate with partners across all Cooperative Programs.

The successful applicant will have a strong natural resources background and be comfortable interacting with a diverse set of partners. The member should be able to prioritize and manage multiple projects simultaneously and have the ability to work independently. The member may be required to complete tasks alone in the field (both urban and rural) in a variety of adverse weather and terrain conditions. Preference will be given to candidates with excellent written and verbal communication skills and some hands on experience with engaging partners and volunteers are preferred.

SCOPE AND PURPOSE OF SERVICE: The Cooperative and Education Programs Developer will be involved in a diverse set of projects to improve the quality of life for citizens and communities in urban and rural forests in Michigan. Some experience dealing with the public and conducting scientific surveys is preferred. Onsite training will be provided. The member will be involved in developing additional programming to engage volunteers and conduct monitoring in urban and rural forests. The member will be developing and delivering outreach to communities to enhance environmental stewardship of the forest. Service locations include the Traverse City area but also include travel to urban and rural forests statewide. Most travel will be day travel but overnight travel may be necessary.

POSITION DUTIES AND RESPONSIBILITIES:

- Developing Cooperative Program service delivery
- Create newsletters and other printed materials about the Cooperative Programs
- Deliver Project Learning Tree and Project WILD educational program to educators and volunteers
- Monitor/track sites for program participation and evaluate site conditions
- Collaborate with communities to increase involvement in Cooperative Programs
- Increase forestry messaging at the Outdoor Adventure Center in Detroit
- Track spatial data and assess trends in program participation
- Develop training and special events to reach new audiences participating in Cooperative Programs



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- Engage new volunteers in Adopt-A-Forest, a trash abatement program
- Organize and update website content
- Complete iTree inventory analysis for cities who lack resources
- This position will receive certifications in multiple outdoor education programs

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.

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.