



Otsego Conservation District

Huron Pines AmeriCorps Position Description

POSITION TITLE: Education Coordinator
PRIMARY SERVICE LOCATION: Gaylord, Michigan
RESPONSIBLE TO: Patricia Osburn, District Manager

The Otsego Conservation District is a local unit of state government created by concerned landowners and administered by a publicly elected board of directors. The directors hire qualified staff to conduct and carry out approved conservation and stewardship programs and services. These programs provide technical assistance, stewardship information and educational opportunities to assist people in the district to properly manage their natural resources.

In partnership with the AmeriCorps program, we are able to offer an exciting full-time opportunity that will help our organization to better fulfill its mission through enhanced stewardship efforts. We are seeking someone to provide natural resource and education programming to the diverse groups and audiences that we work with. This is a tremendous opportunity and to fill this position, we will be looking for someone who is able to manage multiple tasks and communicate very well.

SCOPE AND PURPOSE OF SERVICE:

The AmeriCorps member will serve as the education coordinator for the Otsego Conservation District. The member will spend time creating and implementing activities and educational programs for youth and adults to cultivate an appreciation for our natural resources. The position will offer diverse opportunities to promote conservation. A highly motivated and creative candidate is required. Knowledge of Michigan's native plants is preferred; on-site training will also be provided. Service locations include OCD office, OCD's Oley Lake Property, Gaylord Community Schools, Demonstration Garden, Native Plant Nursery, four County School Forest, Louis M. Groen Nature Preserve and field sites. This position requires a 10-month commitment and is part of the Huron Pines AmeriCorps program. The program offers opportunities to develop creative approaches involving the public and to learn more about resource management. This position does require some travel and physical labor.

POSITION DUTIES AND RESPONSIBILITIES:

Forest and Wildlife Management

- Develop a Land Use Plan for a five acre parcel, implement timber stand improvement and build an interpretive trail system
- Expand our seventh and eighth grade schoolyard Bio Blitz
- Coordinate the Otsego County 8th grade Natural Resource Days at the Groen Preserve
- Work with Gaylord Community Schools students on maintenance and management of their Five Lakes School Forest
- Continue to remove invasive species from the Groen Nature Preserve inventoried in 2016
- Hold several Ebird events at the Otsego County Demonstration Garden



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Native Plant and Greenbelt Stewardship

- Promote native plant program by developing and distributing educational materials
- Member will collaborate with lakefront property owners to improve lake ecosystem health through implementation of shoreline landscapes and riparian buffers.
- Help maintain native plant greenhouse
- Support Alternative Landscaping Demonstration Garden and Conservation Forest through grant writing and educational programs
- Water quality monitoring and resource inventories

Environmental Education and Outreach

- Promote recycling, riparian buffers, day camp, Art in the Garden Festival and Native Plant Nursery through news releases, radio, brochures and educational programs
- Create and distribute brochures
- Hold tours of demonstration buffer strips and native gardens
- Hold workshops on topics such as rain gardens, pollinator gardens, composting, and riparian buffers.
- Update OCD website and facebook
- Deliver classroom presentations on natural resource topics
- Promote environmental stewardship through the district newsletters and press releases
- Coordinate the Otsego Conservation District Day Camp, Otsego County Fun Fair, Frog Days, Bio Blitz, Seed to Harvest program, and Art in the Garden Festival
- Take part in the Household Hazardous Waste Day

Volunteer Engagement

- Recruit, train and support volunteers to advance OCD programs
- Recruit volunteers to take part in a “train the trainer” program
- Engage volunteers through the Youth Volunteer Groups, Community Service Workers, County Court System, Retired Senior Volunteer Program and Alpine Master Gardener Association
- Coordinate volunteer activities for involvement in new 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.