



Mio Ranger District, Huron-Manistee National Forests
Huron Pines AmeriCorps Position Description

POSITION TITLE: Outreach Coordinator
PRIMARY SERVICE LOCATION: Mio, MI
RESPONSIBLE TO: Kim Piccolo, District Wildlife Biologist

The Huron-Manistee National Forests is a multi-use land management agency with interdisciplinary programs including wildlife, timber, recreation, fire, fisheries, botany, and cultural resources. We have positive working relationships with a number of state and federal government agencies, non-profit organizations, and schools.

In partnership with the Huron Pines AmeriCorps program, the Mio Ranger District is offering an opportunity for a full-time member to serve on the Huron-Manistee National Forests. The AmeriCorps member will expand and improve existing outreach programs with a focus on Kirtland's warbler, jack pine ecosystem management, and cultural history of northern Michigan. They will also conduct surveys for wildlife and cultural resources.

The successful applicant will have a strong natural resources background, knowledge of wildlife, and be comfortable working with elementary school students. 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 in a variety of adverse weather and terrain conditions. Preference will be given to candidates with excellent written and verbal communication skills and experience conducting environmental education or interpretive programs.

SCOPE AND PURPOSE OF SERVICE: The Outreach Coordinator will engage local communities in natural resource management. Onsite training will be provided. Service locations include the Mio Ranger District of the Huron-Manistee National Forest and surrounding national forest, state parks, and a variety of field sites. Most travel will be day travel around the forest and strenuous physical activity will be required.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Improve and expand Kirtland's warbler community outreach (60%)

- Advance K – 12 education through classroom presentations and field trips
- Improve calendar outreach program
- Coordinate partner efforts to reach more schools through classroom presentations for the 2018 KW Young Artists' Calendar Contest
- Coordinate and conduct 3rd grade classroom and field trip program with local schools
- Work with a graphic designer to produce the 2018 – 2019 KW Young Artists' Calendar
- Planning and participating in the Kirtland's Warbler Festival
- Initiate KW outreach to local community groups
- Develop a plan to expand place-based KW learning programs



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

Program: Build capacity of the cultural resource outreach program (20%)

- Assist Forest Archaeologist with cultural resource programs for schools and public
- Participate in and lead cultural resource outreach events
- Document archaeological sites in the field and enter data for sites

Program: Wildlife surveys and wildlife habitat improvement (20%)

- Conduct wildlife surveys, including Kirtland's warbler census
- Conduct habitat improvement work including invasive plant removal and maintenance of impoundments, forest openings, and a pollinator garden.

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:

Required:

- ✓ Bachelor's Degree in Biology, Education, Wildlife, Anthropology, Natural Resources or related field.
- ✓ 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
- ✓ Valid Driver's License
- ✓ Ability to communicate well with co-workers and the public
- ✓ Able to work in the field under extreme weather conditions (cold, hot, rain, snow), buggy conditions (mosquitoes, black flies) and variable work schedules (early mornings and some weekends)
- ✓ Ability to collect accurate field data and keep good documentation
- ✓ Ability to follow survey protocols

Preferred:

- ✓ Experience working with children
- ✓ Field experience, including using a GPS and compass, reading maps, and driving 4WD trucks.

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/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.