

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 head up animal care for our educational animals on site, instruct students during school group visits, and work towards invasive species identification and removal on property. This person should be able to work outside in any weather conditions and lift up to 30lbs. Ideally this candidate will have experience working with children and have a science background.

**SCOPE AND PURPOSE OF SERVICE:** This position will have the following responsibilities and tasks: Instruct students in science, outdoor, and adventure courses as well as take shifts on overnight dorm duties. Head up animal care and handling. Identify and remove invasive and pest species on the property. Create and maintain trails throughout the property.

**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.
- Removal of the invasive species and pest plants.
- Trail creation and maintenance.
- Fix and monitor Bluebird boxes on property.

Program: Volunteer Coordination

- Organize and run invasive species removal volunteer day.
- Advertise and recruit for volunteer day.
- Lead volunteers and gather all equipment necessary.

Program: Educational Instruction

- Teach residential groups science, outdoors, and adventure programming.
- During summer months, assist in summer day camp program as a counselor.
- Develop and advertise a new summer day camp for preschool and elementary aged students.

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.
- Supervise staff in all care and handling of educational animals.

**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 2 “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 May 7-November 9, 2018. Benefits include \$6,400 living stipend, health insurance, \$2,907.50 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](http://www.huronpines.org/ameriCorps) and will be accepted until March 12, 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 Jennie Zoll, AmeriCorps Coordinator at (989) 448-2293 x22 or [jennie@huronpines.org](mailto:jennie@huronpines.org).

\*Registered sex offenders are not eligible for AmeriCorps positions.