

Gladwin Forest Management Unit Huron Pines AmeriCorps Position Description

POSITION TITLE:	Conservation Program Developer
PRIMARY SERVICE LOCATION:	Gladwin, MI
RESPONSIBLE TO:	Patrick Mohney, Gladwin Forest Management Unit Unit Supervisor Bruce Barlow, Wildlife Biologist

The Gladwin Management Unit is comprised of 220,000 acres of state forest land spread across six counties (Gladwin, Clare, Midland, Isabella, Arenac, and the south half of Iosco) in southern Northern Michigan. The Michigan Department of Natural Resources (DNR) manages these lands for multiple resources including timber, wildlife, recreation, and mineral in a way which is sustainable and reduces negative impacts on the ecosystem. One way to reduce these negative impacts is to conduct public outreach in order to educate the public and promote ownership of public lands through volunteer projects. Another is through an inventory process which allows us to catalog and prioritize needs.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full time member to serve in the Gladwin Management Unit. The position will organize and coordinate volunteer groups for both Wildlife and Forest Resources Divisions (FRD), lead the Adopt-A-Forest effort in the unit in conjunction with Ada Takacs, conduct inventories related to resource use and damage, and perform public outreach. Many of these tasks are large and extensive and will not be completed in one season.

The successful applicant should have a strong natural resources background, knowledge of wildlife and plant species, and be comfortable working collaboratively with people. 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; some hands on experience with on-the-ground conservation projects is preferred.

SCOPE AND PURPOSE OF SERVICE: The purpose of the Conservation Program Developer is to address projects and needs related to forest and wildlife management which department staff have difficulty overseeing due to their normal duties. The Resource Program Coordinator will be involved with organizing and coordinating various volunteer groups associated with both Wildlife Division and FRD, including Field Trial groups, local community/township groups, and non-profit groups. This position will also design, improve, and conduct inventories related to DNR gates on state forest land, managed wildlife openings, invasive species on state forest land, and illegal trash dump sites. The service location will be the Gladwin Field Office but regular travel to all of the counties mentioned above will be required. A vehicle will be provided in order to travel from the field office to the field.

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POSITION DUTIES AND RESPONSIBILITIES:

Program: Adopt-A-Forest

- Locate Trash Dump Sites
- Add sites into the Adopt-A-Forest System
- Coordinate on site dumpster of transportation of debris
- Outreach to various volunteer groups to assist with clean-up efforts
- Coordinate volunteer work days.

Program: Gate, Maintained Opening, and Other Inventories/Surveys

- Develop, improve, and conduct inventories/surveys utilizing GIS, paper forms, photo catalogues
- Inventory the location and condition of DNR gates on state forest land
- Inventory the location, size, invasive species, and planted species related to maintained openings.
- Catalogue invasive species located on state forest land during travel.

Program: PA288 Sign inventory, placement and replacement

- Update and maintain the ORV sign shapefile for the unit
- Replace and document any signs that are missing or damaged
- Work with Unit Staff and RAS on improvements to the sign placement process
- Register and Train with MissDig for site selection and sign placement

Program: Volunteer Coordination

- Contact previous volunteer groups to solicit interest for upcoming projects
- Reach out to new volunteer groups
- Attend local government meetings to present volunteer opportunities
- Coordinate volunteer work days including transportation, safety equipment, materials/tools, and volunteer agreements
- Provide results and thank you cards to volunteer work groups.

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

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/amicorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

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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 14- November 15, 2019. Benefits include \$13,732 living stipend, health insurance, \$6,095 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until September 28, 2018.

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 Sarah Topp, AmeriCorps Coordinator at (989) 448-2293 x30 or sarah@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.

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