

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



DEPARTMENT OF NATURAL RESOURCES, LANSING Huron Pines AmeriCorps Position Description

POSITION TITLE: Cooperative Programs Coordinator
PRIMARY SERVICE LOCATION: Lansing, Michigan
RESPONSIBLE TO: Ryan Wheeler, Invasive Species Biologist

The Department of Natural Resources (DNR), Forest Resources Division, coordinates several programs for citizens and communities to engage in the management and protection of forest resources in both cities and rural areas. Two of these cooperative programs are the [Urban and Community Forestry](#) Program and the Private Forestland Program. Together, these programs impact over 9 million acres of forest and 80% of the state's population.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve with these programs at the DNR headquarters in Constitution Hall, Lansing, Michigan. The position will conduct site assessments and monitoring, organize and track data, create/deliver education and outreach programs, and work with partners and the public to deliver positive outcomes.

The successful applicant should have a strong natural resources background and be comfortable working with a diverse set of partners and the public. The ideal member will have strong organizational skills, 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, but most tasks will be completed in an office environment with considerable hours spent on a computer. 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: This position will monitor the implementation of Forest Stewardship plans written for owners of non-industrial private forestland. This will include phone interviews and some site visits across the State in order to assess the extent, success, and challenges of conservation practices carried out by landowners. Other tasks will facilitate the engagement of students and teachers with their school forests by awarding and tracking grant funding according to established criteria. This position also facilitates urban and community partner collaboration by planning and implementing events, promotions, and giving presentations in support of Arbor Day, Tree City USA, and other initiatives. Onsite training will be provided. Most travel will be day travel, but occasional overnight travel may be necessary. A vehicle will be provided for official use.

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

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POSITION DUTIES AND RESPONSIBILITIES:

Urban and Community Forestry (UCF) Program

- Work collaboratively with partners and communities to increase awareness and involvement in arboriculture and urban and community forestry activities statewide
- Implement the state's annual [Tree City/Line/Campus USA](#) program on behalf of the Arbor Day Foundation. These programs certify organizations who meet specific criteria. They provide recognition for proper management of public tree resources, promote BMPs and awareness
- Coordinate, develop and host trainings, presentations, workshops and other special events related to FRD cooperative programs (e.g. Tree City USA, [Arbor Day](#), and [Youth Cons. Academy](#))
- Conduct and inspect community tree plantings
- Collaborate with the UCF program coordinator on administration of annual UCF grants programs
- Coordinate and supervise small group of seasonal interns on completing [iTree Canopy](#) project
- Provide technical assistance to partners and the public related to various natural resource issues (e.g. tree care, invasive species, etc.)

Private Forestland Program

- Coordinate with DNR staff to develop landowner questionnaire and Forest Stewardship plan monitoring protocol
- Compile and enter data accurately including landowner information, conservation practices completed and cost-share programs the landowner may have used
- Contact new landowners regarding program requirements including development of forest management plans
- Conduct interviews with FSP landowners over the telephone and with site visits
- During site visits determine the location extent and success of conservation practices and how closely the written management plan was followed
- Identify any barriers landowners have encountered to implement conservation practices
- Promote the Forest Stewardship Program and Natural Resource and Conservation Service programs by conducting at least 2 public presentations in coordination with the local conservation district office
- Promote the Huron Pines AmeriCorps program, Forest Stewardship, Tree Farm and the Natural Resources and Conservation Service by submitting articles for publication located throughout the Upper Peninsula.
- Work with school districts and the Wheels-to-Woods program to provide place-base natural resource education opportunities primarily on school forest properties
- Complete Tree Farm Inspector training

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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 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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