



DNR Pigeon River Country Huron Pines AmeriCorps Position Description

POSITION TITLE: Conservation Program Developer
PRIMARY SERVICE LOCATION: Vanderbilt, Michigan
RESPONSIBLE TO: Scott Whitcomb, Pigeon River Country State Forest Unit Manager

The Michigan Department of Natural Resources (DNR) manages Pigeon River Country State Forest for many objectives including wildlife, timber and recreation while emphasizing the unique characteristics and values of the forest. In order to achieve these objectives, new conservation programs must be developed to make management decisions, educate the public and complete on the ground work with conservation partners, volunteers and Department staff.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full time member to serve at the Pigeon River Country State Forest. The position will develop a plan for educational programming in the forest, develop interpretive and outreach materials and plan and conduct events, will coordinate and implement on the ground environmental restoration projects including invasive species control and coordination volunteer activities in the forest.

The successful applicant should have a strong natural resources background, experience or an interest in natural resources or outdoor education, 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 and some hands on experience with on-the-ground conservation projects are preferred.

SCOPE AND PURPOSE OF SERVICE: The Conservation Program Developer will be involved in a diverse set of projects to improve natural resources management in the Pigeon River Country State Forest. Some experience dealing with the public and working independently is preferred. Onsite training will also be provided. The member will be involved in developing new conservation programs and implementing existing projects, including using volunteers to conduct restoration and habitat improvement. The member will design and develop outreach materials and plans for educational programming. Service locations include Pigeon River Country State Forest, the newly opened Pigeon River Country Discovery Center and the surrounding lands, other public office sites, and a variety of field sites. Most travel will be day travel around the forest and strenuous physical activity may be required during restoration projects.

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POSITION DUTIES AND RESPONSIBILITIES

Program: Developing Educational Programming in the Pigeon River Country

- Projects and deliverables
- Develop a plan for educational programming in the forest including messaging and delivery
- Put on educational events at the PRC Discovery Center
- Develop interpretive materials for use in the Headquarters, Discovery Center and outreach events

Program: Conducting Resource Damage Assessments

- Projects and deliverables
- Visit previously recorded damage sites and establish new ones
- Assess situation and provide detailed report, pictures and restoration plan
- Update tracking database and help prioritizing lists
- Implementing on the ground restoration projects
- Reroute trails, roads and other infrastructure to avoid resource damage
- Implement the vehicle access plan for the forest
- Writing Grant requests for funding and material

Program: Resource Protection & Management

- Projects and deliverables
- Inventory and monitor invasive species
- Update tracking database and prioritize sites
- Design and implement invasive species removals
- Create restoration plans for timber sale landings and planting them with trees and shrubs

Program: Working with Volunteers and other organizations

- Projects and deliverables
- Work with the Adopt-A-Forest program and volunteers to clean up state forests
- Work with conservation clubs and other organizations on various habitat improvement or environmental restoration projects
- Present natural resource information to the public at various events
- Participate in DNR trainings and other staff meetings as necessary.

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

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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- 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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