

Department of Natural Resources– Traverse City Huron Pines AmeriCorps Position Description

POSITION TITLE: Cooperative and Educational Programs Developer
PRIMARY SERVICE LOCATION: Traverse City, Michigan
RESPONSIBLE TO: Ada Takacs, Department Specialist

The Department of Natural Resources (DNR), Forest Resources Division, coordinates multiple programs that encourage citizens and communities to engage in the management and protection of forest resources.

These programs include Urban and Community Forestry, Invasive Species, Adopt-A-Forest, Project Learning Tree, Wheels to Woods, and Fire Prevention.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve at the Traverse City Michigan Department of Natural Resources office. The position will conduct site assessments and monitoring, organize and track data, create/deliver education and outreach, and work with partners for multiple cooperative programs.

The successful applicant should have a strong natural resources background and be comfortable working with a diverse set of partners. 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 (both urban and rural) in a variety of adverse weather and terrain conditions. Preference will be given to candidates with excellent written and verbal communication skills.

SCOPE AND PURPOSE OF SERVICE: The Cooperative and Education Programs Developer will be involved in a diverse set of projects to improve the quality of life for citizens and communities in Michigan. On-site training will be provided. The member will be involved in developing additional programming to engage volunteers in forestry related projects. The member will also develop and deliver outreach to educators and communities to enhance environmental stewardship. Service locations include the Traverse City area as well as travel statewide. Most travel will be day travel but overnight or weekend travel may be necessary.

POSITION DUTIES AND RESPONSIBILITIES:

- Enhance Cooperative Program service delivery
- Create newsletters and other printed materials
- Deliver Project Learning Tree and Project WILD educational programs to educators
- Monitor/track sites for program participation and evaluate site conditions
- Work collaboratively with communities to increase involvement in Cooperative Programs
- Increase forestry messaging at the Outdoor Adventure Center and Belle Isle in Detroit
- Track spatial data and assess trends in program participation
- Develop training and special events to reach new audiences

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.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



- Engage new volunteers in Adopt-A-Forest, a trash abatement program
- This position will receive National certifications in multiple outdoor education programs
- Facilitate the event details related the Campfire Storytelling Project for Parks and Recreation's Centennial Celebration
- Localize historic presentations related to specific state parks in collaboration with presenting park staff and student archivist
- Maintain records and ensure delivery of donor gifts through merchandising partners
- Facilitate Michigan State Park Centennial Celebration parade presence in assigned region
- Serve on the project planning team with Michigan Cares for Tourism
- Serve on the Michigan state park centennial planning team

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.

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.