

Huron Pines AmeriCorps

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NORTHEAST MICHIGAN GREAT LAKES STEWARDSHIP INITIATIVE Huron Pines AmeriCorps Position Description

POSITION TITLE: Education Coordinator
PRIMARY SERVICE LOCATION: Great Lakes Stewardship Initiative Office, Thunder Bay National Marine Sanctuary's Great Lakes Maritime Heritage Center - ALPENA, MI
RESPONSIBLE TO: NEMIGLSI Network Coordinator

The [Northeast Michigan Great Lakes Stewardship Initiative \(NEMIGLSI\)](#) is a regional network and partnership led by a fulltime network coordinator and supported directly by the Michigan Sea Grant, Michigan State University Extension, the NOAA Thunder Bay National Marine Sanctuary, the Community Foundation for Northeast Michigan, Huron Pines, area schools, and many other community partners. This network supports youth-led Great Lakes-focused efforts through place based stewardship education (PBSE) inquiries with schools and community partners. It is funded through the Great Lakes Fishery Trust and serves eight counties across northeast Michigan.

In partnership with the Huron Pines AmeriCorps program, we offer this exciting opportunity to support school-based and community-based PBSE inquiries throughout northeast Michigan. We seek a highly motivated, responsible individual who is eager to learn how to collaborate with educators, students and community partners for the advancement of PBSE efforts across northeast Michigan.

SCOPE AND PURPOSE OF SERVICE: The Education Coordinator is responsible for supporting new and existing PBSE stewardship service projects in connection with schools, youth-based development groups, and community partners participating in the NEMIGLSI network. The Education Coordinator will plan and implement student-driven environmental stewardship projects, provide professional development opportunities connected to PBSE inquiries, and identify and build relationships with community partners. School projects will be focused on watershed and fisheries stewardship efforts but may also include habitat restoration; invasive species management; marine debris; pollinator and schoolyard habitats; citizen science data collection; and other stewardship activities. The AmeriCorps Member must be flexible and able to adapt to the needs and goals of specific school-community partnerships.

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

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Some experience working with the schools and technical knowledge of the Great Lakes is preferred but not required; onsite training will be provided. Service locations include public buildings, schools, and field sites. This position requires a 10 month commitment and is part of the Huron Pines AmeriCorps program. The program offers opportunities to develop creative education approaches to better conserve natural resources. This position does require some travel and field based activities. Applicants should be prepared to, on occasion, traverse and carry supplies and equipment (10-15lbs) over uneven ground.

POSITION DUTIES AND

RESPONSIBILITIES: Place-Based

Stewardship Education

- Coordinate with educators, students, school administrators, and community partners to explore and develop place-based stewardship education projects, with an emphasis on fisheries and watershed projects
- Support existing school PBSE projects to provide a positive learning experience for students and service connections for community partners
- Develop and facilitate relevant field and school visits for students, teachers, and community partners that support PBSE efforts
- Target and enhance professional development opportunities for educators

Community Outreach

- Design handouts, brochures, flyers, videos etc. to disseminate in print and electronically
- Utilize relevant online resources including the NEMIGLSI website and social media
- Promote PBSE stewardship efforts with print, TV, radio, and electronic press
- Plan and participate in community outreach events that connect to PBSE efforts

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

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QUALIFICATIONS:

- ✓ Bachelor's Degree in natural sciences and management, environmental education or related field
- ✓ Ability to plan, organize and implement educational projects independently and as part of a team
- ✓ Strong interest in educational and youth development programming through natural resources
- ✓ Excellent verbal and written and communication skills
- ✓ Computer proficiency (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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