

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



DNR Pigeon River Country Huron Pines AmeriCorps Position Description

POSITION TITLE: Conservation and Educational Technician
PRIMARY SERVICE LOCATION: Vanderbilt, Michigan
RESPONSIBLE TO: Scott Whitcomb, PRC 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 and Educational Technician will be involved in a diverse set of projects to improve natural resources management and education in the Pigeon River Country State Forest. The member will be involved in developing and implementing conservation projects including using volunteers to conduct restoration and habitat improvement. The member will also design and develop outreach materials and plan for educational programming, including presenting educational programs to school students and members of the community in the forest and in association with the newly opened Pigeon River Country Discovery Center, 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. Some experience dealing with the public and working independently is preferred. Onsite training will be provided.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Developing Educational Programming in the Pigeon River Country
Projects and deliverables

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

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- 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: Organizing 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 formal 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
- Collaborate with or support other service members’ events

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QUALIFICATIONS:

Bachelors, Masters with a natural resource related major is a **preferred** qualification.

- ✓ Seeking a 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 30-November 27, 2020. Benefits include \$13,992 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 30, 2019.

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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