

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Traverse City DNR Huron Pines AmeriCorps Position Description

POSITION TITLE: Education 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 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 work independently and prioritize and manage multiple projects simultaneously. Preference will be given to candidates with excellent written and verbal communication skills. Hands-on experience with engaging partners and volunteers is preferred.

SCOPE AND PURPOSE OF SERVICE: The Education Programs Developer will be involved in a diverse set of projects to improve the quality of life for citizens and communities in Michigan. Experience working with the public and/or educators is preferred. On-site training will be provided. 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:

- Develop educational program service delivery
- Manage and monitor Wheels to Woods [school transportation] grants
- Create newsletters and other printed materials about educational and parks programs
- Deliver Project Learning Tree and Project WILD educational program to educators and volunteers
- Monitor/track program participation and evaluate site conditions
- Work collaboratively with communities to increase involvement in education and parks programs
- Translate parks' general management plan content into a programming/interpretation plan that can be used by campground hosts, Explorer Guides and interpretive staff
- Inventory existing DNR exhibits (age, condition, content, relevance)

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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- Increase forestry messaging at the Outdoor Adventure Center in Detroit
- Develop training and special events to reach new audiences
- Identify opportunities to improve or expand recreational education programs in state parks, trails and waterways
- This position will receive National certifications in multiple outdoor education programs

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
- Collaborate with or support other service members’ events

QUALIFICATIONS:

- ✓ 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/ameriCorps 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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