

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007

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## Traverse City DNR Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Cooperative 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, program outreach, organize and track data, 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 to prioritize and manage multiple projects simultaneously. 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. Hands-on experience with engaging partners and volunteers is preferred.

**SCOPE AND PURPOSE OF SERVICE:** The Cooperative 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 is preferred. On-site training will be provided. The member will develop additional programming to engage volunteers in forestry related projects. The member will also develop and deliver outreach to park visitors 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. Prefer applicants who are comfortable driving a pickup truck on back roads and/or pulling a trailer. Navigation skills a plus.

### **POSITION DUTIES AND RESPONSIBILITIES:**

- Develop cooperative programs service delivery
- Create newsletters and other printed materials about parks and cooperative programs
- Monitor/track sites for program participation and evaluate site conditions

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

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- Collaborate with volunteer groups such as sports clubs, scouts and schools to plan and carry out public land cleanups
- Engage new and existing volunteers in Adopt-A-Forest, a trash abatement program
- Track spatial data and assess trends in program participation
- Develop special events to reach new audiences
- Develop a proposal that identifies ways for parks, trails and forests to benefit from corporate social responsibility efforts as well as the use of staff community/school leave
- Find and vet compelling stories about state parks, trails and forests that can show the impact and benefit of public lands
- This position will receive 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/amicorps](http://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](mailto:sarah@huronpines.org).

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\*Registered sex offenders are not eligible for AmeriCorps positions.

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