

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007

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## Michigan Nature Association Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Volunteer and Outreach Specialist  
**PRIMARY SERVICE LOCATION:** Okemos, Michigan  
**RESPONSIBLE TO:** Julie Stoneman, Director of Outreach and Education

The Michigan Nature Association (MNA) is a statewide land conservation organization headquartered in Okemos, Michigan (near Lansing). Established in 1952, MNA is Michigan's oldest land conservancy, protecting over 180 nature sanctuaries in 60 counties throughout the state, emphasizing protection for rare, threatened and endangered species and imperiled natural communities.

In partnership with the Huron Pines AmeriCorps program, MNA seeks an exceptional candidate for our full time, Volunteer and Outreach Specialist position. The Specialist will increase our volunteer capacity to steward important lands and habitats in our care and connect schools to our nature sanctuaries to foster the next generation of conservationists.

Qualified candidates will have a background in natural resources, a passion for MNA's mission, an ability to inspire others, and experience engaging volunteers (or serving as a volunteer) and reaching out to community partners. The Specialist will serve both independently and as part of our conservation and outreach teams, often outdoors in a variety of conditions, with opportunities to gain diverse, hands-on experiences in natural resource protection. Successful candidates will possess excellent written and verbal communication skills with experience developing content for digital and print media.

**SCOPE AND PURPOSE OF SERVICE:** Serving from MNA's Okemos office and traveling to off-site locations across the state, the Volunteer and Outreach Specialist will undertake three major tasks. The first is creating new training programs for MNA stewards, key volunteers who monitor our vast nature sanctuary system. The second is recruiting volunteers and organizing workdays at nearby nature sanctuaries in three communities, selected in consultation with our conservation team. The final task is outreach to schools in those same three communities to establish new School to Sanctuary partners that link teachers and their students to those sanctuaries and to MNA for service and place-based educational opportunities. As it relates to the three task areas, the member will also develop communication pieces for MNA's website, eNewsletters, and *Michigan Nature Magazine*. Travel and physical activity for all task areas are required; on-site and sanctuary-based training provided, including pesticide applicator and first aid certification.

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

#### New Training for Volunteer Stewards

- Identify three steward training topics after consultation with staff, current stewards, steward survey, and first-hand experience gained through on-site

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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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- Develop and deliver a minimum of two webinar based training modules and one in-person at an MNA nature sanctuary
- Research, create and/or identify materials to accompany training modules (e.g. informational handouts and tip sheets)
- Curate related training opportunities of potential interest to volunteer stewards that are provided by other organizations and agencies for publication/promotion in e-Newsletter for stewards

## Volunteer Program Expansion

- Collaborate with MNA conservation team to select three regions or communities in Lower Michigan needing expanded volunteerism
- Participate in staff-scheduled workdays as part of training
- Plan and schedule 21 workdays (one per region per month) to be held at MNA nature sanctuaries between May and November, 2020
- Prepare press releases, social media announcements, and digital/print fliers as part of community outreach to recruit volunteers
- Conduct outreach to community partners and develop related recruiting materials with a target of identifying 50-100 new volunteers for each of the three regions
- Coordinate and lead volunteers for the workdays
- Document the recruitment process to ensure smooth transition to MNA staff and guide similar recruitment efforts in the future

## Grow School to Sanctuary Partners

- Collaborate with staff to identify schools and target recruitment in the same three regions as above
- Develop outreach plans and recruiting materials for schools with the goal of establishing three new School to Sanctuary partners
- Prepare materials as needed to conduct outreach to schools and teachers
- Deliver one in classroom presentation and lead one field trip with a service learning component for at least one new School to Sanctuary partner

## Environmental Stewardship Communications

- Develop articles and news stories for MNA's blog, website, eNewsletters, and *Michigan Nature* magazine related to new steward training, volunteer expansion, and School to Sanctuary projects

## **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"

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- 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, Powerpoint)
- ✓ Ability to pass a background check\*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Michigan

### Preferred Qualifications

- ✓ Seeking a Degree in natural resources management or other related field. Bachelor's degree preferred
- ✓ Excellent written verbal and written communication skills
- ✓ Experience recruiting, training and organizing volunteers and/or volunteer or community service experience preferred
- ✓ Public speaking experience preferred
- ✓ Ability to prioritize multiple tasks and deliver quality results under deadlines
- ✓ Demonstrated ability to work independently and as part of a team

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) when an MNA vehicle is not available. 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).

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

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