

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007

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## Michigan United Conservation Clubs Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Engagement Specialist  
**PRIMARY SERVICE LOCATION:** Lansing, MI  
**RESPONSIBLE TO:** Shaun McKeon, Education Director

Founded in 1937, Michigan United Conservation Clubs is the largest statewide conservation organization in Michigan. Its mission is to unite citizens to conserve, protect and enhance Michigan's natural resources and outdoor heritage

### *Organizational Values*

- *Fosters a conservation stewardship ethic in the public*
- *Protects the rights of the public to hunt, fish, trap and recreate outdoors*
- *Encourages the public to connect to our resources through active recreation*
- *Advocates for sustainable conservation practices and resource stewardship through sound scientific management.*

In partnership with the Huron Pines AmeriCorps program, MUCC is offering an opportunity for a full-time member to serve based at our headquarters in Lansing, MI. The Engagement Specialist will be involved in a wide variety of projects involving conservation throughout the state of Michigan. This position will design and present educational materials to local schools and youth outdoor events, contribute to habitat restoration projects on public land and waters, collaborate with private landowners enhancing habitat connectivity and develop outreach materials to be shared throughout the state.

The successful applicant should have a strong natural resources, recreation or education background, knowledge of wildlife, and be comfortable serving collaboratively with people. The member should be able to prioritize and manage multiple projects simultaneously and have the ability to serve 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. Some hands-on experience with on-the-ground conservation projects are preferred.

**SCOPE AND PURPOSE OF SERVICE:** The Engagement Specialist will be involved in a diverse set of projects to improve natural resources and educate the public on conservation issues. Some experience interacting with the public and working with youth is preferred. On-site training will be provided. The member will be involved in developing new conservation programs and implementing existing projects, including using volunteers to conduct wildlife habitat management improvements and conduct restoration and habitat improvement. The member will design and develop outreach to inform the public about current programs and to highlight MUCC programs. Service locations include MUCC headquarters in

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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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Lansing and a variety of field sites around the state. Most travel will be day travel; some evenings and weekends will be required. Strenuous physical activity may be required.

## **POSITION DUTIES AND RESPONSIBILITIES:**

Program- Public land awareness project

- Create a new project in Southern Michigan helping to connect people to their public lands
- Lay a foundation for volunteer network/friends groups to engage stakeholders from consumptive and non-consumptive organizations to highlight the value of our public lands
- Bring awareness to the community of at least one State Game Area in Southern Michigan
- Educate and engage people about hands on work and becoming more invested in their public lands due to the threats to wildlife and aquatic habitat

Program- Education and Outreach

- Attend 10-15 outdoor focused outreach events providing hands on learning opportunities for youth and adults to learn about Michigan's waters and wildlife
- Conduct a presentation, highlighting Michigan's wildlife, fish or habitat and present to three-five student groups
- Serve in partnership with MUCCs' OTW program to engage students and adults in safe recycling practices and aquatic ecosystem management projects
- Serve in partnership with MUCC's OTG and OTG Jr. Programs to engage students and adults in public land habitat improvement projects for game and non-game species

Program- Expanding the Impact of MUCC Statewide

- Connecting our local affiliate clubs, community groups (Rotary, Kiwanis, Chamber etc), and corporations with OTW, OTG and other MUCC events in their area.
- Create presentations to collaborate more directly with local groups on terrestrial and aquatic habitat projects.
- Connecting with wildlife biologists in underserved areas to work with OTG and other MUCC events in their area.
- Connect with stakeholders to improve aquatic habitat
- Researching, connecting with and sharing MUCC presentations/discussions with college student organizations interested in conservation and volunteerism.
- Developing educational and promotional materials
- Provide support with developing a way on how private landowner cooperatives can better their management practices and leadership skills.

## **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

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- 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 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/ameri corps](http://www.huronpines.org/ameri corps) 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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