



GRAND TRAVERSE REGIONAL LAND CONSERVANCY Huron Pines AmeriCorps Position Description

POSITION TITLE: Volunteer and Event Coordinator
PRIMARY SERVICE LOCATION: Traverse City, Michigan
RESPONSIBLE TO: Jon Throop; Volunteer and Event Program Manager

The Grand Traverse Regional Land Conservancy has protected over 44,000 acres of land and 140 miles of shoreline frontage throughout its 29-year history – a feat that could not be accomplished without tremendous support from the community. This position serves on the frontline of building and sustaining community engagement in the Conservancy’s mission to protect natural, scenic and farm lands, and advance land stewardship for future generations. As the Conservancy nears the end of its 5-year, \$71.4 million “Campaign for Generations” to protect some of the most significant natural lands in our region, we’ve added nearly 10,000 acres of protected land to our portfolio. As such, this position is intentionally designed to elevate the capacity of GTRLC volunteers to steward these important resources through outreach, public events and direct communication.

SCOPE AND PURPOSE OF SERVICE:

The Volunteer and Event Coordinator will participate in the planning, execution and necessary follow-up for volunteer work days, public hikes and large events including the Conservancy’s annual Preservation Celebration. Time spent in the office and in the field will be divided, and will provide a first-hand experience of the Conservancy’s volunteer and event process from beginning to end. Attention to detail, communication skills and a strong natural resources background are crucial in executing numerous volunteer programs and events throughout the busy field season. Likewise, a passion for collaborating with people is essential for this position’s goal of building and sustaining engagement for the Conservancy.

POSITION DUTIES AND RESPONSIBILITIES:

Volunteer Program

- Plan and arrange necessary tools and resources required for volunteer work days
- Travel to, and provide leadership for volunteer groups each week including, but not limited to trail building, preserve stewardship and citizen science initiatives
- Participate and provide input with meetings and training events for volunteer groups
- Accurately log volunteer activity using Salesforce
- Provide support, education and communication with volunteer groups and individuals

Event Program

- Prepare details and timeline for executing public events and hikes
- Identify and secure resources required for successful events
- Provide timely event follow-up to bolster continued engagement
- Travel (using a GTRLC vehicle) to event sites for prep and material delivery

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- Lead event staff and volunteers
- Participate and coordinate a variety of GTRLC events including ecology hikes, forest bathing, Nature Preserve grand openings and the annual Preservation Celebration.

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
- Attend or support other member service events

QUALIFICATIONS:

- ✓ Seeking a degree or obtained Bachelor’s 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
- ✓ Physical ability to perform tasks including frequent strenuous manual labor

Preferred Qualifications

- ✓ Experience with handheld GPS devices
- ✓ Experience working with volunteers
- ✓ Experience running events
- ✓ Experience with Salesforce or other CRM/relational database management
- ✓ Field experience and familiarity with Michigan flora and fauna
- ✓ Excellent verbal and written communication

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, 10 month position that runs from January 28th through December 3rd. Benefits include a \$14,279 living stipend, health insurance, \$6,195 education award and student loan deferment.

Applications and directions are available at <https://huronpines.org/amicorps/members/> and the position will be accepted until October 12,2020.

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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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 Amanda Vanaman, AmeriCorps Program Manager at (989) 448-2293 x30 or amanda@huronpines.org

*Registered sex offenders are not eligible for AmeriCorps positions.

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