



Mio Ranger District, Huron–Manistee National Forests Huron Pines AmeriCorps Position Description

POSITION TITLE: Outreach Coordinator
PRIMARY SERVICE LOCATION: Mio, Michigan
RESPONSIBLE TO: Dana Meder, District Wildlife Biologist (acting)

The Mio Ranger District of the Huron-Manistee National Forests is a multi-use land management agency with interdisciplinary programs including wildlife, timber, recreation, fire, fisheries, botany, and cultural resources. We have positive working relationships with a number of state and federal government agencies, non-profit organizations, and schools.

In partnership with the Huron Pines AmeriCorp program, the Mio Ranger District is offering an opportunity for a 10 month, full-time member to serve with the Huron-Manistee National Forests. The AmeriCorp member will expand and improve existing outreach programs with a focus on Kirtland's warbler, jack pine ecosystem management, and pollinators of northern Michigan. They will also conduct wildlife and plant surveys.

The successful applicant should have a strong natural resources background, knowledge of wildlife, and be comfortable working with elementary and middle school students. The member should be able to prioritize and manage multiple projects simultaneously and have the ability to work 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 and experience conducting environmental education or interpretive programs.

SCOPE AND PURPOSE OF SERVICE:

The Outreach Coordinator will engage local communities in natural resource management. On-site training will be provided. Service locations include the Mio Ranger District of the Huron-Manistee National Forests, schools, community events, and a variety of field sites. Most travel will be day travel around the forest, strenuous physical activity will be required.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Improve and expand Kirtland's warbler community outreach (60%)

- Advance K-12 education through classroom and virtual presentations and field trips
- Improve calendar outreach program
- Coordinate partner efforts to reach more schools through classroom/virtual presentations for the 2021 KW Young Artists' Calendar Contest
- Conduct 3rd grade/middle school classroom and field trip program (virtually or in-person) with local schools

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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- Collaborate with a graphic designer to produce the 2021-2022 KW Young Artists' Calendar
- Planning and participating in the Kirtland's Warbler Festival
- Initiate KW outreach to local community groups
- Develop a plan to evaluate place-based KW learning programs

Program: Build capacity of the pollinator outreach program (20%)

- Craft education programs for schools and public events
- Conduct pollinator surveys
- Improve pollinator habitat

Program: Wildlife surveys and wildlife habitat improvement (20%)

- Conduct wildlife surveys, including Kirtland's warbler census
- Conduct habitat improvement work including invasive plant removal and maintenance of impoundments and forest openings

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

QUALIFICATIONS:

- ✓ 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 Northeast Michigan
- ✓ Valid Driver's License
- ✓ Ability to communicate well with co-workers and the public
- ✓ Able to work in the field under extreme weather conditions (cold, hot, rain, snow), buggy conditions (mosquitos, black flies), and variable work schedules (early mornings and some weekends)
- ✓ Ability to collect accurate field data and keep good documentation
- ✓ Ability to follow survey protocols

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Preferred Qualifications:

- ✓ Experience working with children
- ✓ Field experience, including using a GPS and compass, reading maps, and driving 4WD trucks

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 28-December 3, 2021. Benefits include \$14,279 living stipend, health insurance, \$6,195 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until October 12, 2020.

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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