



SERVE OHIO  
Ohio Commission on Service and Volunteerism



## Trails Assistant

Contact for interested Members: Kate Chapel, Tinker's Creek Watershed Partners Senior Project Manager at [kchapel@tinkercreekwatershed.org](mailto:kchapel@tinkercreekwatershed.org) or 330-963-6243. Please apply by June 30, 2019.

Tinker's Creek Watershed Partners (TCWP) is a non-profit, 501(c)(3) watershed organization officially established in 2006. Our mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. The Tinker's Creek watershed drains 96.4 square miles and is the largest tributary to the Cuyahoga River. The watershed area spans 24 communities in Cuyahoga, Summit, Portage and Geauga counties.

Together with our partners, **Cleveland Metroparks** recognizes the importance of maintaining water quality throughout Northern Ohio. We also believe in educating the public and regional leaders to support behavioral changes that positively affect our water resources. The Northern Ohio Watershed Corps (NOWCorps) works with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits to facilitate outreach, education, capacity building, environmental stewardship, and stormwater management.

**Cleveland Metroparks is home to 18 park reservations, eight lakefront parks, 300 miles of all-purpose, hiking, biking, and bridle trails, eight golf courses, five nature centers and the nationally acclaimed Cleveland Metroparks Zoo.**

Skills and Qualifications: Must have a high school diploma or GED. Must have a valid driver's license, be insured, and have own transportation; mileage will be reimbursed for service-related travel. Must have or be pursuing a college degree or equivalent education in biology, natural resources, forestry, wildlife management, environmental science, landscape architecture, planning, or similar. Must be in good health and capable of rigorous outdoor activity, including hiking over rough terrain and able to lift and carry 70 pounds. Must be self-motivated and able to work independently and in a team. Experience working with volunteers preferred. Must possess good organizational and communication skills and be capable of working with little supervision. Usual hours of service will be M-Th. The ability to serve flexible hours, including some evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities.

The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training includes first aid, CPR, volunteer engagement, native species planting techniques, stormwater permit requirements, minimum control measures including public involvement, public education, and Good Housekeeping, on a monthly basis.

- Must have valid driver's license
- Excellent field skills, must be able to work in more remote sections of the park, on and off trail, in all weather conditions, independently, if necessary.
- Previous trail building experience preferred.
- Ability to walk three miles on unimproved surfaces while carting up to 50 lbs. in pack weight.
- Ability to use hand and small power tools to complete trail maintenance and improvement projects.
- Proficient wayfinding abilities
- Experience with GIS, including entry and application

- Must be willing and able to work flexible hours, weekends, holidays and evenings as required
- Demonstrated proficiency in software programs including all Microsoft Office programs (Word, Excel, Powerpoint).

Location: ***Brecksville Management Center, Trails Division, 9305 Brecksville Rd., Brecksville, OH, 44141***

Reports to: ***Cleveland Metroparks Staff Ralph Protano***

Duties and Responsibilities of the AmeriCorps member:

*General Member Responsibilities*

- Promote the Northern Ohio Watershed Corps through education and outreach activities.
- Enhance skills and knowledge applicable to position through participation in related workshops, conferences, and training.
- Assist with fundraising designed to raise funds for activities such as member retreats and other program related projects. These efforts will not contribute to general operating costs for the organization or Host Sites.
- Attend all NOWCorps required meetings and trainings.
- Complete activity reports monthly, required timesheets weekly, and any other reporting in a timely manner in the OnCorps online system.
- **Performs unskilled and, as capable, semi-skilled work in a responsible manner; typical duties including but not limited to:**
  - **Using hand tools to assist in new trail building and finishing as well as decommissioning of unsustainable trails**
  - **Assisting in the construction of bridges, staircases, retaining walls and boardwalks**
  - **Assists in the implementation of trail signage and wayfinding throughout the park district**
  - **Organizing and planning volunteer days, training volunteers in best work skills practices for trail building, and outreach of volunteers**
  - **Assists with routine equipment maintenance particularly sharpening and re-hanging of hand tools**
  - **Supports planning and reporting for trail projects, including data entry and generating maps using GIS.**
- **Works full days under the forest canopy without regular access to amenities**

Additional activities that fall within the scope of this member position description may be assigned with approval of the member, site supervisor, and NOWCorps staff.

Additional information: The Cleveland Metroparks office is accessible to individuals with disabilities.

**Cleveland Metroparks** will adhere to all regulations concerning nondiscrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation, sexual orientation, and religion.

*Physical Requirements and Work Environment*

The physical requirements and work environment described here are representative of those that must

be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the following:

- manual dexterity sufficient to operate telephones, computers, and other office equipment.
- physical ability to kneel, bend, and perform light lifting.
- ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone.
- specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. This person must have the ability to travel as required to work with Host Site staff/board, volunteers, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities, and project meetings.

Benefits: Member position begins October 1, 2019 and ends September 30, 2020. The member will be provided with an orientation October 1-3, 2019 and relevant training monthly. This position is a **full time member** position and requires a minimum of 1,700 hours of service over the service period. The member will receive a stipend of no more than \$13,992, and the stipend will be paid biweekly. The member is also eligible for health insurance through this position and may qualify for child care assistance. If the term of service is completed the member may be eligible for an educational award.

The below signed recognize this as the Member Position Description and that the Member is to perform the duties detailed above during their Member Service Year. The below signed recognize that activities outside of the scope of this description require prior written approval by all the below signed prior to execution of those activities.

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NOWCorps Member Signature

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Host Site Supervisor Signature

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NOWCorps Staff Signature