



SERVE OHIO
Ohio Commission on Service and Volunteerism



Volunteer Services Assistant

Contact for interested Members: Kate Chapel, Tinker's Creek Watershed Partners Senior Project Manager at 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 education, tourism, economic development, biology, natural resources, planning, marketing, human resources, or similar. 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-F during regular office hours of 8:00am-5:00pm. 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.

- **Experience supervising and/or coordinating volunteers**
- **Excellent customer service and interpersonal communication skills, both written and verbal**
- **Ability to maintain effective relationships with volunteers and staff in a team environment**
- **Strong computer skills and ability to learn new software and database systems quickly**

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.

Location: ***Cleveland Metroparks, 4500 Valley Parkway, Fairview Park, OH 44126 (Member may also be serving at Cleveland Metroparks Zoo)***

Reports to: ***Cleveland Metroparks Volunteer Manager***

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.

- **Work with Natural Resources, Trail Ambassadors, and Cleveland Metroparks Zoo volunteers through the recruitment process, including information sessions, interviews and training**
- **Respond to volunteer requests, questions, or general inquiries in a timely manner via email, phone and in-person for the above programs**
- **Assist in the planning and facilitation of Zoo and Trail Ambassador volunteer recognition events**
- **Assist with administrative duties including data entry and writing newsletter articles for Trail Ambassador and Zoo volunteers**
- **Support Natural Resources and Park Operations leading volunteers for beach and park clean-ups, removal of invasive plants, and tree plantings**

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**, Tinker's Creek Watershed Partners, and the Northern Ohio Watershed Corps 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. Though work is often performed in an office setting, 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.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature