



SERVE OHIO  
Ohio Commission on Service and Volunteerism



## NOWCorps Conservation Program 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, **Erie Soil & Water Conservation District** 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.

**Skills and Qualifications:** Must have a high school diploma or GED, at minimum. Must maintain a valid driver's license, insurance, good driving record, have own transportation, and be able to operate motor vehicles during daylight and evening hours. Must possess or plan to pursue a college degree or equivalent in natural resources, conservation, environmental engineering, environmental science, civil engineering, or a closely related field. Must be willing and able to work outdoors in all weather, traverse by foot across rough and/or steep terrain, and load items weighing up to 50 pounds. Must be self-motivated and able to work independently and in a team. Must be able to communicate effectively in English using either written and oral forms or communication, and be able to work with little supervision. Must maintain a clean and neat appearance consistent with the public contact aspect of the position. Experience with ArcGIS and other ESRI products, preferred, training could be provided.

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: ***Erie Soil & Water Conservation District, 2900 Columbus Ave, Sandusky Ohio***

Reports to: ***Erie SWCD Urban Conservation Technician or Assistant District Director***

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
- Assist in conducting resource inspections related to urban development and agricultural land use
- Develop GIS databases for field collection.
- Assist with field-based data collection and data management.
- Assist in generation of progress reports and presentations for District partners.
- Develop relationships with local government officials, landowners, and volunteers
- Attend trainings and stormwater meetings as directed
- Assist with planning and implementation trainings and outreach activities
- Organize and maintain equipment needed for programs and activities

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: **Erie Soil & Water Conservation District** office is accessible to individuals with disabilities. **Erie Soil & Water Conservation District**, 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 bi-weekly. 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 to be announced April 2019.

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