



SERVE OHIO  
Ohio Commission on Service and Volunteerism



## NOWCORPS – Capacity Builder

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, **Tinker’s Creek Watershed Partners** 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.

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.

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, 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. **Field work experience preferred.**

Location: ***Tinker’s Creek Watershed Partners, 10075 Ravenna Rd, Twinsburg, OH 44087***

Reports to: ***Tinker’s Creek Watershed Partners Watershed Coordinator***

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.

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

#### *Outreach and Media*

- Develop internal and external partnerships for community outreach purposes and to promote NOWCorps.
- Attend meetings with other community agencies to develop partnerships and activities, and to increase awareness around NOWCorps programs, volunteer opportunities, and educational opportunities.
- Collaborate with community partners to maintain and update program information and materials including brochures and public presentations as they relate to the NOWCorps program.
- Maintain website and social media as it pertains to the NOWCorps program and activities.
- Produce and disseminate a monthly update (or newsletter), which includes all upcoming NOWCorps events, programs, and information for volunteers and community partners.
- Assist in the preparation of grant applications and reports for nonfederal grants that support the work of NOWCorps.
- Assist in the planning and implementation of fundraising events that directly fund the NOWCorps program and coordinate with partners to assist in their events.
- Story collection and digital media collection from funders, volunteers, partners, AmeriCorps members, and staff.
- Develop, deploy, monitor and update website, social media, marketing materials to communicate and promote system projects, programs and results, utilizing various methods of communication, with emphasis on digital media as related to the NOWCorps program.

#### *Volunteer Recruitment and Retention*

- Investigate opportunities for improvement to volunteer recruitment and retention process.
- Respond to inquiries from potential NOWCorps volunteers.
- Maintain spreadsheet of contact with potential volunteers as well as AmeriCorps Alumni.
- Evaluate effectiveness of recruitment process, volunteer orientation, training, materials and support, and make recommendations for improvement.

#### *Special Events*

- Assist with planning and implementation of outreach projects; including rain barrel workshops and other public presentations.
- Assist Watershed Coordinator with Water Quality Monitoring Program; including volunteer management, sample collection, data input and care of equipment.
- Assist with stewardship events including tree plantings, stream clean ups, and invasive vegetation removal.

Additional information: The **Tinker's Creek Watershed Partners'** office is accessible to individuals with disabilities. **Tinker's Creek Watershed Partners** and 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 **part time member** position and requires a minimum of 900 hours of service over the service period. The member will receive a stipend of no more than \$7,416, and the stipend will be paid biweekly. If the term of service is completed the member may be eligible for an educational award (announced in 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