



SERVE OHIO
Ohio Commission on Service and Volunteerism



NOWCorps Stewardship Specialist

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, **Western Reserve Land Conservancy** 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. 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.

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.

Other desired skills and experience are:

- Plant identification skills with a focus on identifying invasive species
- Experience with herbicide application and invasive species control
- Herbicide applicator license
- Ability to use GPS in the field and GIS in the office to create maps
- Physical ability to use tools to perform activities such as repairing gates and signs, unclogging culverts, installing locks, installing property boundary markers and planting trees

Host Site training will be available for these skills during the member service year.

Location: **Western Reserve Land Conservancy, 3850 Chagrin River Road, Moreland Hills, Ohio 44022**
Reports to: **WRLC 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.

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.

WRLC Duties and Responsibilities:

- Assist with invasive species management
 - Identify, inventory and map invasive plants on Land Conservancy property
 - Create invasive species management plans for said properties
 - Treat invasive species pursuant to the plan
- Assist with general property management
 - Address land management issues as they arise
 - Monitor structures on fee-owned land including houses, barns, gates and culverts
 - Install property boundary markers on fee-owned land
 - Regularly interface with property owners and other community members regarding land conservation work of Western Reserve Land Conservancy
- Sign program assistance by repairing Land Conservancy road signs
- Assist with tree planting and stewardship with Thriving Communities, our urban revitalization program
 - Support Tree Steward training activities that engage members of the community on proper planting and maintenance of trees
 - Participate in spring and fall tree plantings where Land Conservancy staff partner with school students plus volunteers from local communities and corporations
 - Assist annual Arbor Day activities that provide educational outreach to the community on value of trees

Additional information: The **Western Reserve Land Conservancy** office is accessible to individuals with disabilities. **Western Reserve Land Conservancy**, 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 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.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature