



SERVE OHIO
Ohio Commission on Service and Volunteerism



NOWCORPS –Education & Outreach Specialist

Contact for interested Members: Julie Stark, NOWCorps Program Manager at julie@tinkerscreekwatershed.org or 330-963-6243. Applications preferred by July 15, 2020, but position is open until filled.

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, **Chagrin River 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.

Chagrin River Watershed Partners (CRWP) is a nationally recognized non-profit watershed organization that enhances quality of life by preserving rivers, planning for better development and solving natural resource management problems. Founded in 1996 by communities and park districts in the Chagrin River watershed, CRWP provides technical assistance to local governments, businesses, and individuals and develops cost effective, nature-based solutions to flooding, erosion, and water quality problems as communities grow. CRWP currently represents 35-member cities, villages, townships, counties, and park districts and 91% of the land area in a 267-square mile watershed draining to Lake Erie east of Cleveland, Ohio. Our approach involving community decision makers and collaborative partnerships is key to CRWP’s success. CRWP co-leads the Central Lake Erie Basin Collaborative, a network of watershed organizations and volunteer-based initiatives that work cooperatively to preserve and restore eight major watersheds and smaller direct tributaries to Lake Erie in Northern Ohio. Through the Collaborative, CRWP provides technical support to watershed organizations and communities from the mouth of Sandusky Bay to the western Pennsylvania border. Since our founding, CRWP has protected and restored over 19 miles of streams and 280 acres of wetlands, planted over 40,000 trees and empowered thousands of people to protect streams at area outreach events. More information can be found at crwp.org. CRWP’s team of 6 full time and 3 part-time staff is currently located in historic downtown Willoughby, Ohio.

Skills and Qualifications: Must have a high school diploma or GED. Must successfully pass a comprehensive background and criminal investigation check. Must possess or plan to pursue a college degree or equivalent in education, tourism, marketing, economic development, biology, ecology, environmental science, natural resources, planning, or similar. Must have a valid driver's license, be insured, and have own transportation that will be used for service-related travel on a regular basis; mileage will be reimbursed for service-related travel. 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 9:00am-5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities. Experience with ArcGIS and natural resources field work preferred.

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: ***Chagrin River Watershed Partners, 38238 Glenn Avenue, Willoughby, Ohio 44094***

Reports to: ***Chagrin River Watershed Partners, Senior Project 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
- All other duties as assigned within the limitations of this member description

Engagement and Stewardship

- Develop partnerships and programs to build watershed awareness and stewardship
- Plan and conduct stewardship events such as stream cleanups, tree plantings, and invasive vegetation removal (including recruiting volunteers, event planning, and coordination)
- Coordinate and deliver programs for community officials, stormwater professionals, landscapers, natural resource managers, volunteers, schools, and the public
- Expand volunteer engagement in collaboration with communities, park districts, and other partners
- 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
- Assist in the preparation of non-federal grant applications and reports as needed

Key Projects:

- Assist staff in implementing the Northeast Ohio Master Rain Gardener program, including:
 - Manage marketing and outreach for the two courses in 2021
 - Manage program registration
 - Assist with coordination, preparation, and planning of the installation of two public rain gardens
 - Assist with preparation for in-person classes

- Plan and coordinate field trips
- Track metrics and present results
- Plan and lead Chagrin River watershed festival
- Develop a routine speaker or workshop series for landowners
- Lead Chagrin River canoe tours and other outdoor recreational events to connect people with the Chagrin River and Lake Erie
- Assist with outreach events in the Chagrin River watershed and across Northeast Ohio
 - Including but not limited to: Arbor Day Events, Earth Day Events, County Fairs, NEORS Open House, and other member requests
- Assist staff with stream cleanup events along the Chagrin River and Lake Erie, and conduct stream and wetland habitat assessments as needed
- Provide technical resources and recommendations on watershed stewardship to communities, professionals, businesses, landowners, and residents

Outreach and Media

- Develop, deploy, maintain, and evaluate social media and marketing materials – Assist with branding and messaging
- Collect stories and digital media from members, partners, funders, volunteers, and staff
- Respond to inquiries from potential volunteers
- Key Projects:
 - Assist with production and dissemination of monthly updates (or newsletters) featuring technical services, educational programs, stewardship events, and funding opportunities
 - Develop weekly themed social media updates to educate public
 - Expand Chagrin River Watershed signage throughout watershed
 - Attend meetings with community agencies to develop partnerships and activities, and to increase awareness around programs, volunteer opportunities, and educational opportunities

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

Additional information: The Chagrin River Watershed Partners office is accessible to individuals with disabilities. **Chagrin River Watershed Partners**, 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, gender, gender identification, 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 individual 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 both an office setting and outdoors in a variety of weather conditions and terrain, this position can expect approximately 75% of time spent in an office setting and 25% spent outdoors. Field work is often weather, season, and project dependent. 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 5, 2020 and ends September 30, 2021. The member will be provided with an orientation October 5-7, 2020 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 \$14,279, and the stipend will be paid biweekly. The member is also eligible for health insurance through this position and may qualify for childcare assistance. If the term of service is completed successfully, the member may be eligible for an educational award of \$6,195.00.

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