



SERVE OHIO  
Ohio Commission on Service and Volunteerism



## NOWCorps Educator / Coordinator

Contact for interested Members: Julie Stark, NOWCorps Program Manager at [julie@tinkerscreekwatershed.org](mailto: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.

The **Cuyahoga Soil & Water Conservation District** is a political subdivision of the State of Ohio with a mission to provide educational and technical services for the conservation and protection of soil and water resources. Together with our partners, **Cuyahoga 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. Must have a valid driver's license, be insured, and have own transportation; mileage will be reimbursed for service-related travel. Must possess or plan to pursue a college degree or equivalent education in education, biology, environmental science, forestry, natural resources, planning, marketing, or similar. Must successfully pass a comprehensive background and criminal investigation check. Previous experience with data management/spreadsheet programs such as Microsoft Excel is strongly preferred. 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. Scheduled 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.

Location: ***Cuyahoga Soil & Water Conservation District, 3311 Perkins Ave., Suite 100, Cleveland, OH 44114***

Reports to: ***Cuyahoga SWCD Rocky River Watershed Program 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

#### *CSWD Responsibilities*

- Coordinate Cuyahoga SWCD Native Urban Tree Stewards (NUTS) Program
- Assist with Volunteer Water Quality Monitoring Programs in the Rocky River and Euclid Creek watersheds
- Develop instructional and outreach materials and activities to engage participants in the volunteer water quality monitoring and Native Urban Tree Starters programs
- Assist with planning and implementation of community-based habitat restoration and watershed outreach projects
- Organize and maintain equipment and materials needed for programs and activities, including calibration of water quality monitoring equipment
- Oversee interns and volunteers in outdoor education and off-site field activities
- Serve as a liaison with schools, teachers, environmental organizations, government agencies, and local leaders to connect student experiences with practical application of environmental principles
- Assist staff in communicating with the public about programs and initiatives

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 **Cuyahoga Soil & Water Conservation District** office is accessible to individuals with disabilities. **Cuyahoga 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, 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 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 work outdoors in various weather conditions and to traverse uneven terrain while carrying up to 25 pounds
- 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
- valid driver's license and acceptable/insurable driving record

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 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