



SERVE OHIO  
Ohio Commission on Service and Volunteerism



### Field Station Assistant

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.

Together with our partners, **The University of Akron Field Station** 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 University of Akron Field Station (UAFS)** at Bath Nature Preserve is a living laboratory for the advancement of knowledge through ecological research, education, and stewardship of the natural world. Our main base of operations is the Martin Center for Field Studies and Environmental Education located in the 411-acre Bath Nature Preserve. We have two other field sites, Steiner Woods and Panzner Wetlands Wildlife Reserve where activities may take place.

Skills and Qualifications: Must have a high school diploma or GED. Must have a valid driver's license, be insured, and have own transportation; eligible mileage will be reimbursed for service-related travel if utilizing own vehicle; however, a UAFS vehicle may be available for use for service-related travel. Must successfully pass a comprehensive background and criminal investigation check. Must possess or plan to pursue a college degree or equivalent in outdoor education, sustainability, biology, environmental science, natural resources, wildlife management, or related field. Must be self-motivated and able to work independently and in a team. Must possess good organizational and communication skills and be capable of working with little supervision. Must be able to develop and maintain effective working relationships with employees and the public. Demonstrates maturity, cultural competency, and garner respect of all populations. Experience communicating with diverse audiences and ability to work well with learners of all ages and abilities. Some knowledge and strong interest in the natural history of Northeastern Ohio preferred. Usual hours of service will be Monday - Friday from approximately 9:30am-5:30pm. 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: ***The University of Akron Field Station, Martin Center for Field Studies and Environmental Education, 4240 Ira. Rd. Akron, Ohio 44333***

Reports to: ***Field Station Manager, Dr. Lara Roketenetz***

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

*Field Station Responsibilities*

- Strengthens program development and delivery
- Supports the efforts of The University of Akron Field Station by assisting with education programs which may be held at Bath Nature Preserve, Steiner Woods, Panzner Wetlands Wildlife Reserve and other off-site locations, including but not limited to Northeast Ohio K-12 schools and The University of Akron Main campus
- Assists with field trips and camps, exhibit creation, and with the preparation and implementation of special events
- Communicates natural and cultural history, environmental, park related information to the public in person and through telephone, internet, park publications, social media, etc.
- Assists in maintaining a safe, clean work environment for one's self, co-workers, and the public. Responds to hazardous situations and emergencies by taking corrective actions as capable and promptly notifying appropriate individuals and supervisory personnel
- Plans and participates in stewardship activities and events including tree plantings, stream clean-ups, and invasive vegetation removal
- Performs daily operational duties including, but not limited to, opening and closing building(s) and recording walk-in and program attendance
- Assists in maintaining nature viewing areas and garden maintenance at the center
- Citizen Science activities and monitoring (including, but not limited to, vegetation monitoring, pollinator surveys, amphibian and bird monitoring)
- Participates in field study activities such as bog monitoring and mammal surveys

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 University of Akron Field Station** office is accessible to individuals with disabilities. **The University of Akron Field Station**, 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, perform light lifting and set up and tear down tables and chairs
- physical ability to lift equipment up to 50 lbs, hike over uneven ground, dig, climb ladders, etc.
- 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
- ability to work outdoors and in inclement weather conditions

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 and outdoors, this person must have the ability to travel as required to work with Host Site staff/board, volunteers, partners, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities, programs, events 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.

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NOWCorps Member Signature

\_\_\_\_\_  
Host Site Supervisor Signature

\_\_\_\_\_  
NOWCorps Staff Signature