



**AmeriCorps**  
Ohio



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism

### **NOWCORPS –Watershed Steward**

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, 2021, but position is open until filled.

Together with our partners, **Tinker's Creek Watershed Partners (TCWP)** 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.

**Tinker's Creek Watershed Partners (TCWP)** is a non-profit, 501(c)(3) watershed organization officially established in 2006. Its 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. In 2019, TCWP added the Brandywine Creek watershed to its conservation efforts adding another 26 square miles of watershed to protect. Tinker's Creek Watershed Partners takes an active role in bettering the environmental health of its communities, as well as the natural resources within its watersheds. This is achieved through a community-based approach focusing on natural resource management, environmental outreach, and environmental stewardship. For more information on TCWP's restoration projects, awarded grants, and to view the 2020 annual report please visit [www.tinkerscreek.org](http://www.tinkerscreek.org).

Skills and Qualifications: Must have a high school diploma or GED. Must successfully pass a comprehensive background and criminal investigation check. Must have a genuine interest in biology, ecology, environmental science, natural resources, sustainability, 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; eligible mileage will be reimbursed for service-related travel. Must be self-motivated and able to work independently and in a team in a variety of less-than-ideal conditions including: extreme temperatures, insects, and precipitation. Experience or a desire to work with volunteers and K-12 students preferred. Must be able to interact professionally and respectfully with project managers, biologists, technicians, city officials, etc. Must be able to collect and manage data with attention to detail and must possess the scientific background to be able to adhere to scientific methods and report results of field studies. Prior use of a compass, global positioning system devices, multiparameter probes, and digital cameras as well as the ability to maintain and routinely calibrate equipment is 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-4:00pm. 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. Previous field work and research experience is preferred, however, not required for the right candidate.

The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training is provided monthly and covers a variety of topics. Training content may include, but is not limited to first aid, CPR, volunteer engagement, native species planting techniques, stormwater permit requirements, minimum control measures, facilitating public involvement, public education, and Good Housekeeping.

Location: **10075 Ravenna Road, Twinsburg, Ohio 44087**

Reports to: **TCWP Watershed Coordinator, Kelli Herrick**

#### 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
- Plan and assist with TCWP outreach and educational events
- Assist with outreach and collaborative events in the Tinker's Creek and Brandywine Creek watersheds and across Northeast Ohio
- 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

##### *Technical support*

- Assist with coordination of watershed monitoring and research projects
- Be willing use herbicide, hand tools, and gas-powered tools including but not limited to: chainsaws, weed eaters, and edgers in a variety of field conditions
- Provide technical resources and recommendations on watershed stewardship to communities, professionals, businesses, landowners, and residents
- Conduct stream and wetland habitat assessments
- Assist watershed coordinator with data management and report preparations

- Assist and be willing to learn a variety of new skills including GIS mapping, monitoring protocols, and research techniques
- Utilize proper handling techniques as outlined by organizational policy and state permits when working with wildlife in field or in an outreach capacity

#### *Outreach and media*

- Attend meetings with community agencies to develop partnerships and activities, and to increase awareness around programs, volunteer opportunities, and educational opportunities
- Develop, deploy, maintain, and evaluate website, social media, and educational materials
- Assist with production and dissemination of monthly updates (or newsletters) featuring technical services, educational programs, stewardship events, and volunteer opportunities
- Connect with TCWP community members, partners, volunteers, and staff through social media; collect stories and digital media (i.e. pictures, videos)
- Assist with branding and messaging - develop templates that provide brand consistency

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: **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 identity and expression, marital or parental status, genetic information, military service, 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 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 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 4, 2021 and ends September 30, 2022. The member will be provided with an orientation October 4-8, 2021 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 \$15,100.00, 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 \$6,345.00. The member will not be an employee of Tinker's Creek Watershed Partners and is not entitled to any of the benefits or compensation TCWP provides to its employees.

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