



AmeriCorps
Ohio



SERVE OHIO
Ohio Commission on Service and Volunteerism

NOWCorps Urban Projects Specialist

Contact for interested Members: Julie Stark, NOWCorps Program Manager at julie@tinkerscreekwatershed.org or 330-963-6243. Applications preferred by July 15, 2021, 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, **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 successfully pass a comprehensive background and criminal investigation check. Must possess or plan to pursue a college degree or equivalent 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. Must possess a strong background in community engagement and development. Must have excellent written and oral communication skills and be able to manage multiple projects concurrently and effectively. Must possess good organizational and communication skills, be capable of working with little supervision, and have proficiency in Microsoft Office products. Looking for a highly energetic individual with a track record of consensus building, implementing plans, managing competing deadlines, and achieving goals. 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: **Western Reserve Land Conservancy, 812 Huron Rd E Ste 840, Cleveland, Ohio 44115**

Reports to: **WRLC Vice President of Planning and Urban Projects**

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

WRLC Duties and Responsibilities:

The Urban Projects Specialist is responsible for supporting the Thriving Communities Program of the Western Reserve Land Conservancy throughout Cuyahoga County. This position will work directly with the Urban Greenspace Coordinator and Urban Project Manager to oversee the creation and maintenance of public and private greenspace within the program area. Specific areas of responsibility include:

- **Ground Work.** Given the amount of population loss and subsequent demolition in the program area, large scale greening interventions are needed that are cost-conscious and are relatively easy to maintain. The Specialist will first help map the condition of key areas of vacant land in the neighborhoods of Mount Pleasant and Buckeye/Woodhill. This will help determine where resources ought to be focused. The second step is to use these maps to incorporate into planning processes, where residents can influence the data to steer action to where it is most needed and most meaningful. The third step is to celebrate the land through stewardship activities like soil remediation and establishing plant communities.
- **Side Yard Disposition.** The Specialist will work with the Land Conservancy GIS team (as well as the City of Cleveland and NEO CANDO) to provide outreach and interact with the property owners in their communities. The Specialist will make eligible property owners in the community aware of City of Cleveland resources and benefits available to the residents that would result in land improvement. Using this list, the Coordinator is responsible for contacting property owners and providing resources for the land to be transferred resulting in improvements being made.
- **Public Greenspace Creation.** Thriving Communities is currently working on numerous public greenspace projects within our program area. This position will collaborate with each set of project partners on the following: 1) work with the City of Cleveland on all necessary permitting; 2) work with individual designers or design firms to create and implement a plan that reflects the desires of project stakeholders; and 3) establish a maintenance agreement with project partners and promote these spaces to the public.
- **Related responsibilities**
 - Creating project tracking methodologies for urban projects
 - Submitting and managing projects within a database
 - Ensuring all project documentation is filed and recorded.
 - Collaborate with other team members to monitor properties as candidates for demolition and rehabilitation. This includes working with the liaison from the City of

Cleveland as well as the Cuyahoga Land Bank to track the progress of a list of targeted properties in the target area.

- Actively participate with the organization's Reforest Our City program to plant and maintain trees. This will include field assistance on planting projects as well as ongoing maintenance and watering activity.

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 **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, 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 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.

Benefits: Member position begins October 4, 2021 and ends September 30, 2022. The member will be provided with an orientation October 4-6, 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 Western Reserve Land Conservancy and is not entitled to any of the benefits or compensation WRLC 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.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature