



NOWCorps Conservation Program Assistant

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at claire@tinkerscreek.org or 330-963-6863 x5104. Applications preferred by August 1, 2023, 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, Ashland 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.

Ashland SWCD is celebrating its 79th year as a leader in implementing on-the-ground conservation practices in Ashland County. Ashland SWCD works with farmers, landowners, and residents of the county to protect and preserve our county's soil and water resources. In 2020, Ashland Water named *Ashland Soil and Water Conservation District of the Year* by the Ohio Federation of Soil and Water Conservation Districts.

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at AmeriCorps.gov.

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. Must successfully pass a comprehensive background and criminal investigation check. Must have an interest in or plan to pursue a career in agriculture, natural resources, conservation, environmental engineering, environmental science, 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 preferred. Must be willing and able to work outdoors in all weather, traverse by foot across rough and/or uneven terrain and load items weighing up to 50 pounds. Must have a passion for and understanding of the importance of agriculture and conservation in our community. Usual hours of service will be M-F during the hours of 8am to 4pm. The ability to serve flexible hours, including weekend days and some evenings, 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 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, facilitating public involvement, public education, etc.

Location: **Ashland Soil & Water Conservation District, 110 Cottage Street, Ashland OH 44805**

Reports to: **Ashland SWCD Direction Jane Houin**

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
- Plan, Facilitate, and Participate in group service projects for National Days of Service
- Attend all NOWCorps required meetings and trainings
- Complete activity & data 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

Host Site Responsibilities

The NOWCorps Conservation Program Assistant works toward the following objectives in a professional manner:

Address water quality impairments while protecting & preserving high-quality water resources.

- Provide assistance in watershed planning activities with a special emphasis on the Lang Creek, Orange Creek & Katotawa Creek watersheds.
- Identify baseline water quality data and perform regular assessments through water quality testing.
- Assist as needed in providing assistance to enhance riparian corridors by reducing stream bank erosion and flood risk.
- Deliver assistance as needed to other agencies and committees.
- Promote stormwater education and adoption of best management practices for Ashland County residents.
- Encourage tree/forest management as stormwater control tools.

Encourage implementation of best management practices for manure.

- Educate farmers and landowners on best management practices to minimize pollution risk
- Encourage conservation programming & outreach to Amish & Mennonite communities.
- Work with farmers to keep livestock & manure out of waterways.
- Assist as needed in providing rapid, professional response & expertise when alerted to a pollution issue.
- Education non-farm community members about agricultural industry by providing connections with and access to local farmers.

Enhance agricultural productivity and soil health in Ashland County

- Assist in providing technical assistance to farmers who are not participating in cost-share programs.
- Encourage development of grazing management plans for livestock operations.
- Assist farmers as needed in developing nutrient management plans.
- Increase use of cover crops in Ashland County.
- Connect farmers with precision conservation tools to support 4R principals and on-farm profitability.
- Complete status reviews on conservation practices to ensure they are still functioning as intended.

Deliver exceptional educational outreach on conservation issues to Ashland County residents.

- Serve as agricultural and conservation leader & advocate in our community.
- Assist as needed with Ashland SWCD volunteer program and assist with volunteer training.
- Conduct hands—on educational events to educate Ashland County residents about conservation practices and programs
- Assist as needed in conducting SWCD annual meeting.

Additional NOWCorps member responsibilities include:

- 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 to raise funds for activities such as member retreats and other program related projects.
- 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.

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: Ashland SWCD is accessible to individuals with disabilities. Ashland SWCD, 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 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 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 or program activities, training events, and meetings.

Benefits: Member position begins October 10, 2023 and ends September 30, 2024. The member will be provided with a mandatory orientation October 10 – 13, 20, 2023 and relevant training monthly. This position is a **Half-time member** position and requires a minimum of 900 hours of service over the service period. The member will receive a stipend of no more than \$10,000, and the stipend will be paid biweekly. If the term of service is completed successfully, the member may be eligible for an educational award of \$3,447.50. The member will not be an employee of Ashland SWCD and is not entitled to any of the benefits or compensation Ashland SWCD 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