



NOWCorps HF&G Conservation Horticulture Assistant

Contact for interested Members: Claire Ilersich, NOWCorps Program 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, **Holden Forests and Gardens (HF&G)** 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.

Holden Forests & Gardens is making a positive impact in the region through urban greening and forestry initiatives, environmental research, ex- and in-situ conservation, nature-based educational programs, and world-class visitor experiences. We envision a future in which all communities are transformed into vibrant places where trees, plants, and people thrive. Our mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities.

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](https://www.americorps.gov).

This position is part of our Research Department and is seasonally based at our David G. Leach Research Station campus (April through November) and Holden Arboretum campus (December through March). The station is the horticultural research outpost of Holden Forests and Gardens and has historically focused on developing sustainable rhododendrons and other landscape plants. A recent addition to the station's portfolio is a conservation horticulture program, especially for Ohio and United States native rhododendrons and azaleas. The station is 30 acres in area and houses a world class collection of rhododendrons and other well-documented plants, ample field space for research by internal and external staff, and container areas and raised beds used for nursery production. Holden Arboretum contains about 3500 acres of natural areas and managed gardens maintained for the preservation of local biodiversity and ecosystems and to serve as a living museum. At the arboretum, our team is based in the Long Science Center which houses scientific laboratories and plant growth facilities to further our scientific and conservation programs.

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 express interest in a career in horticulture, biology, natural resources, environmental education, forestry, or a 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 garners respect of all populations. Ability to work outdoors or indoors for long hours is required. Experience communicating with diverse audiences preferred.

Usual hours of service will be Monday to Friday between the hours of 7:00am-5:00pm. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities. Some working horticultural knowledge or experience is preferred.

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: David G. Leach Research Station¹ (April-November) and Holden Arboretum Long Science Center² (December-March)

¹1890 Hubbard Road, Madison, OH 44057

²9717 Mitchells Mill Rd, Mentor, OH 44060

Reports to: **Rhododendron Collections Manager, Connor Ryan**

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

Holden Forests and Gardens Responsibilities

- Support the maintenance and development of our grounds and living plant collections
- Collaborate with supervisor to develop and complete independent projects
- Learn to propagate rhododendrons and a wide range of other plants in both the greenhouse and laboratory
- Conduct literature reviews to understand and apply current thinking in plant conservation and breeding

- Contribute to the advancement of landscape plant breeding populations and selections through a mix of field work, experiments, and evaluations
- Learn to utilize database and GIS systems including BG-Base, Microsoft Access, and ArcGIS with Field Maps
- Learn to safely operate vehicles, equipment, and machinery including ATVs, riding and push lawnmowers, brush cutters, tractors, back-pack sprayers, and hand tools
- Safely apply pesticides under direction of certified applicators
- Work full days in the field under a variety of weather conditions, as well as full days indoors in the laboratory
- Collaborate with staff to develop protocols for field collection of propagules
- Develop laboratory and field skills to successfully complete projects
- Assist with routine equipment and facilities maintenance
- Occasional travel to other HF&G campuses and other partner organizations in NE Ohio to assist with special projects, events, and/or presentations
- Assist with Research Department initiatives as needed.
- Develop and add to skills and capabilities through inhouse and external training
- Contribute to the development of educational content for the HF&G website, virtual classes, and in-person workshops
- Assist with programming for volunteers and the public including occasional leadership at volunteer or public events
- Communicate to staff, volunteers, and the public about their service

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: Holden Forests and Gardens is accessible to individuals with disabilities. Holden Forests and Gardens, 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:

- Working in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances
- Considerable physical exertion and/or muscular strain
- Lifting and carrying 40lb backpack sprayers
- Working with pesticides and other hazardous chemicals
- Manual dexterity to operate computers, ATV's, brush cutters, backpack sprayers, and other tools and equipment
- 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

- Ability to use computers and other technology for daily job duties
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Members will be provided training in the safe use of tools, equipment, and materials and will be given Personal Protective Equipment to minimize risks to extremes in health, safety hazards, and/or hazardous materials. 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 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 **Full-time member** position and requires a minimum of 1700 hours of service over the service period. The member will receive a stipend of no more than \$20,000 and the stipend will be paid biweekly. Full-time members are 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 \$6,895.00. The member will not be an employee of Holden Forests and Gardens and is not entitled to any of the benefits or compensation Holden Forests and Gardens 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