



NOWCorps HF&G Education Specialist

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, **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, nature-based educational programs, and world-class visitor experiences at its two campuses— the Holden Arboretum and Cleveland Botanical Garden . 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.

This position is primarily based at our *Holden Arboretum Campus* in our Education Department. The Holden Arboretum owns over 3,500 acres. Of that, approximately 3,100 acres are natural areas. Our goal is to educate Holden's visitors and the public about the importance of plants and their roles in creating a healthier and more beautiful environment for all of us.

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 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 biology, natural resources, environmental education, forestry, horticulture, or similar. Must be self-motivated and able to work independently and in a team. Experience working with people of all ages in an educational capacity preferred. Must possess good organizational and communication skills and be capable of working with little supervision.

Usual hours of service will be Wednesday-Sunday between the 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. Some working knowledge or experience delivering educational activities to children and families, working outside in this capacity and developing hands on activities is preferred.

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 Holden Arboretum- 9550 Sperry Rd, Kirtland, OH 44094**

Reports to: **HF&G Arboretum Educational Manager**

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

Holden Forests and Gardens Responsibilities

- Assist with maintenance of Buckeye Bud's Adventure Woods natural play area, including grounds, structures, and displays
- Design and deliver educational youth & family programming for Buckeye Bud's on weekends
- Design interpretive handouts and materials for guest use at Buckeye Bud's with guidance and support from staff
- Assist with educational programs in support of HF&G special events and exhibits as needed with guidance and support from Family & Youth Engagement Educator
- Assist with preparation for summer camps and children's events
- Assist with non-fundraising events as needed
- Assist with the delivery of academic programs as needed including both onsite field trips and off site SPYS preschool program
- Facilitate instructor-led classes and hikes at Holden Arboretum as needed
- Creation and/or editing of educational content for the HF&G website, virtual classes, and in-person workshops.
- Communicate to staff, volunteers, and the public about their service
- Safe operating of vehicles, equipment, and machinery: including golf carts and trams
- Assist with other Education Department initiatives.
- Occasional travel to Cleveland Botanical Gardens and other locations in NE Ohio to assist with special projects, events, and/or presentations
- Engage in special projects with other NOWCorps members hosted at HF&G

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'** office 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 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:

- Working in variable weather conditions, at outdoor locations, on muddy terrain, and under physically demanding circumstances
- Manual dexterity to operate computers 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
- 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. 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 HF&G and is not entitled to any of the benefits or compensation HF&G 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