



## NOWCORPS COMMUNITY FORESTRY SPECIALIST

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at [claire@tinkerscreek.org](mailto: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, 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.

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 29 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

**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](http://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 community forestry, conservation, natural resources, urban

planning, 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. Must demonstrate maturity and cultural competency, and be able to garner respect of all populations. Experience communicating with diverse audiences and working with volunteers preferred. Must be able to do physical labor such as watering trees with 5-gallon pails of water and mulching trees and weeding tree beds, as well as work outdoors in various weather conditions.

Usual hours of service will be Monday thru Friday during the hours of 8:30 a.m. to 5:00 p.m. 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: ***Western Reserve Land Conservancy, 812 Huron Road East, Suite 840, Cleveland, Ohio 44115***  
Reports to: ***WRLC Manager of Community Forestry***

#### 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:*

- Establish and oversee connections and relationships between the Land Conservancy's Reforest Our City (ROC) program and community development corporations, block clubs, and other neighborhood groups in the city of Cleveland.
  - Lead at least one neighborhood tree planting with an existing neighborhood tree group
- Support Tree Stewards training by facilitating educational workshops, recruiting new tree stewards from target neighborhoods, creating and delivering educational content, and maintaining communication with both new, existing, and potential volunteers
- Develop and lead at least one new workshop for Tree Stewards
- Support tree giveaway programming by leading outreach efforts to homeowners in target neighborhoods and facilitating tree giveaway events

- Assist with tree planting and stewardship with Thriving Communities, our urban revitalization program
  - Participate in spring and fall tree plantings where Land Conservancy staff partner with school students plus volunteers from local communities and corporations
  - Assist in staffing events and activities that provide educational outreach to the community on value of trees
  - Maintain newly planted trees in the City of Cleveland with the Land Conservancy’s tree crew providing site maintenance, watering, mulching and pruning urban trees 2 day per week from June 1st to September 30<sup>th</sup>
    - These tasks include, but are not limited to:
      - Watering trees with (3) 5-gallon pails of water per tree per week, carried to each tree by hand or using a 2-wheel cart.
      - Mulching trees, including carrying mulch to each tree in bins
      - Weeding tree beds
      - Replacing stakes and trunk guards on trees
  - Participate in tree crew planting and tree giveaways 2 days per week from October 1st to November 30<sup>th</sup> and March 15<sup>th</sup> to May 31<sup>st</sup>
  - Assist with ROC project and event documentation including attending and taking pictures at events
- Maintain an interactive map using Land Conservancy tree survey data, including tree giveaway data

Reforest Our City has a seasonally adjusted workweek as detailed below.

April and May	Tuesday – Saturday
June, July, August	Monday – Friday
September, October, November	Tuesday – Saturday

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: Western Reserve Land Conservancy 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 haul 5-gallon pails of water for watering trees and be able to mulch trees and weed tree beds
- 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. In addition to working in an office, there will be regular working outdoors at least 2 days per week from June 1<sup>st</sup> to September 30<sup>th</sup>. 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, 2023 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 \$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 Western Reserve Land Conservancy and is not entitled to any of the benefits or compensation Western Reserve Land Conservancy 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

\_\_\_\_\_  
Host Site Supervisor Signature

\_\_\_\_\_  
NOWCorps Staff Signature