



### **NOWCorps HF&G Horticulture Woodland Garden Assistant (Gardens campus)**

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, **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 part of our Horticulture Department and is based at our Cleveland Botanical Garden campus. The centerpiece is The Eleanor Armstrong Smith Glasshouse, a 17,000 square foot conservatory, home to plant and animal life from two separate biomes, the spiny desert of Madagascar and the cloud forest of Costa Rica. They feature over 350 species of plants and 50 species of animals, including hundreds of butterflies.

There are also 10 acres of gardens, including the award-winning Hershey Children's Garden (the first children's garden in Ohio), the Elizabeth and Nona Evans Restorative, the David and Paula Swetland Topiary Garden, the Western Reserve Herb Society Garden, the Japanese Garden, the Sears-Swetland Rose Garden, the Ohio Woodland, the C.K. "Pat" Patrick Perennial Border, and the public Campsey-Stauffer Gateway Garden. The position will be focused on the care and cultivation of our Woodland Garden in which a tributary to Doan Brook runs through the axis of the space.

**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 own transportation; 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. Experience working with volunteers preferred. Must possess good organizational and communication skills and be capable of working with little supervision. Usual hours of service will be Monday to Friday between the hours of 7:00am-3:30pm. 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 horticultural knowledge or experience is preferred. The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training includes first aid, CPR, volunteer engagement, etc.

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Location: **Cleveland Botanical Garden**  
**11030 East Boulevard**  
**Cleveland, Ohio 44106**

Reports to: **Woodland Garden Horticulturist**

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.

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*

- Support the maintenance and development of our grounds and living plant collections – focusing on our Woodland Garden
- Assist in overseeing the care and cultivation of plant material found within the confines of our Woodland Garden, with a focus on the riparian edge of a tributary to Doan Brook, which runs through the center axis of the space
- Research historical trail closure within the Woodland Garden, suggest new trails and /or resurrect trails by clearing vegetation and reestablishing defined paths
- Research the feasibility of opening access points to the creek; determining what these would look like and establishing them with clear boundaries
- Focus on creek health by removing leaves and debris; invasive species (ex: English ivy) removal along the riparian edges
- Work with supervisor to enhance guest interpretation in the Woodland Garden via new signage to continuously tie our message of conservation into our deliverable messages
- Learn to safely operate vehicles, equipment, and machinery including utility vehicles, trucks, riding and push lawnmowers, brush cutters, tractors, back-pack sprayers, pruning equipment, and hand tools
- Safely apply pesticides under direction of certified applicators
- Work full days in various extreme weather conditions, as well as full days indoors in hot and humid conservatories
- 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 Curation 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 work

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 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, utility vehicles, brush cutters, backpack and pump sprayers, pruning equipment, 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 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. 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.

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NOWCorps Member Signature

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Host Site Supervisor Signature

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NOWCorps Staff Signature