



NOWCorps Watershed Steward and Educator

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at claire@tinkerscreek.org OR 330-963-6863 x5104 **AND** TCWP Outreach Ed & Watershed Coordinator Alyssa Mills at alyssa@tinkerscreek.org. 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. For more information on TCWP's restoration projects, awarded grants, and to view the 2022 annual report please visit www.tinkerscreek.org.

Together with our partners, TCWP 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.

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 Genuine interest in biology, ecology, environmental science, natural resources, sustainability, education, marketing, planning, or a related field and a willingness to learn how to engage marketing, communications, professional use of social media, and graphic design. 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.

General work hours are between Monday and Friday from 8:30am-4:30pm. 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.

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: **10075 Ravenna Road, Twinsburg, Ohio 44087**

Reports to: **TCWP Outreach Education & Watershed Coordinator**

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

Engagement and Stewardship

- Develop partnerships and programs to build watershed awareness and stewardship
- Plan and conduct stewardship events such as stream cleanups, tree plantings, and invasive vegetation removal including recruiting volunteers, event planning, and coordination
- Coordinate and deliver programs for community officials, stormwater professionals, landscapers, natural resource managers, volunteers, schools, and the public
- Assist with outreach and collaborative events in Tinker's Creek & Brandywine Creek watersheds
- Maintain spreadsheet of contact with potential volunteers as well as AmeriCorps Alumni
- Evaluate effectiveness of recruitment process, volunteer orientation, training, materials, and support, and make recommendations for improvement

Technical support

- Assist with coordination of watershed monitoring and research projects
- Provide technical resources and recommendations on watershed stewardship to communities, professionals, businesses, landowners, and residents
- Conduct stream and wetland habitat assessments
- Assist watershed coordinator with data management and report preparations
- Assist and be willing to learn a variety of new skills including GIS mapping, monitoring protocols, and research techniques
- Utilize proper handling techniques as outlined by organizational policy and state permits when working with wildlife in field or in an outreach capacity

Outreach and media

- Attend meetings with community agencies to develop partnerships and activities, and to increase awareness around programs, volunteer opportunities, and educational opportunities
- Develop, deploy, maintain, and evaluate website, social media, and educational materials

- Assist with production and dissemination of monthly updates (or newsletters) featuring technical services, educational programs, stewardship events, and volunteer opportunities
- Connect with TCWP community members, partners, volunteers, and staff through social media
- Assist with branding and messaging - develop templates that provide brand consistency

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: TCWP is accessible to individuals with disabilities. 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 **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 TCWP and is not entitled to any of the benefits or compensation TCWP 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