



## NOWCorps Outreach 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 April 8, 2024, but position is open until filled.

### About Us:

Northern Ohio Watershed Corps (NOWCorps) is a State and National AmeriCorps program, funded by AmeriCorps and ServeOhio, Ohio's Commission on Service and Volunteerism. *This is a paid service year position.* The NOWCorps program is sponsored by Tinker's Creek Watershed Partners (TCWP), a non-profit, 501(c)(3) watershed organization, whose mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. NOWCorps partners with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits who serve as host sites for our members. Through the host site, members facilitate outreach, education, capacity building, environmental stewardship, and stormwater management. NOWCorps position descriptions vary depending on the host site and service year focus and prospective members may apply to multiple NOWCorps positions at the same time.

### Basic Position Information:

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

Reports to: **Watershed Coordinator and Educator, Alyssa Mills**

Member position begins May 1, 2024 and ends September 30, 2024. The member will be provided with a mandatory orientation May 1, 2024 and relevant training monthly. This is a **Quarter-time** AmeriCorps National Service Member position, which requires a minimum service commitment of 450 hours of over the service period. The member will receive a stipend of up to \$4,500 paid biweekly.

Usual hours of service will be Monday – Friday during the hours of 8:30 am – 4:30 pm. 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.

### Benefits:

- Paid Orientation and training
- Programmatic and site-specific training. Content may include but is not limited to: First Aid, CPR, native species identification, hand and power tool training, volunteer engagement, and more
- Federal Loan Deferment
- May be eligible for education award of \$1,824.07 upon successful completion of 450 service hours.
- Additional training reimbursement stipend of \$125/quarter (\$250 total)
- Eligible mileage reimbursement
- Ample opportunity for professional development and networking
- Free attendance to the Ohio Stormwater Conference

*The member will not be an employee of Tinker's Creek Watershed Partners (TCWP) and is not entitled to any of the benefits or compensation TCWP provides to its employees.*

**AmeriCorps Requirements:**

- Must have a GED or high school diploma.
- Must be 18 or older by April 16, 2024.
- Must successfully pass a comprehensive background and criminal history check (National Service Criminal History Check).
- Be a United States citizen, U.S National, or lawful permanent resident.

**Preferred Qualifications:**

- Possess a valid driver's license, be insured, and have own transportation.
- Have an interest or plan to pursue a career in biology, ecology, environmental science, data analysis, natural resources, sustainability, education, marketing, planning, or a related field.
- Be self-motivated and able to work independently and on a team.
- Strong communication, organizational, and interpersonal skills
- Demonstrate maturity and cultural competency.
- Desire to serve the local community.
- Must possess good organizational and communication skills and be capable of working with little supervision.

**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.
- All other duties as assigned within the limitations of this member description.

**Host Site Responsibilities**

- Support volunteer water quality monitoring program including sample collection, data analysis, summarizing results.
- Support TCWP's high school stewardship program including leading educational programming, promoting the program at events, and organizing shadowing opportunities.
- Support stream clean-up, tree planting, rain barrel workshop, and other educational events.
- Support special conservation and water quality related projects.
- Explore and engage in education and outreach opportunities in underserved areas.
- Organize and maintain equipment needed for programs and activities.
- Develop educational and instructional materials including but not limited to videos, graphic art, brochures, short articles, and fun facts.
- Represent TCWP at public and community engagement events.

- Maintain and update programmatic records.
- Recruit and oversee volunteers.

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

**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.
- Fluency in communicating in the English language, can convey information and listen.
- Capacity to utilize close vision, depth perception, and to adjust focus.

**Additional information:** Tinker’s Creek Watershed Partners 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.

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