



## NOWCorps Natural Resource and Outreach Assistant II

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, 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.

As the AmeriCorps-sponsoring organization, **Tinker's Creek Watershed Partners** 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.

### Host Site Information: West Creek Conservancy

West Creek protects local natural areas, open spaces, streams and waterways by reclaiming vacant urban lands and restoring streams, wetlands, woods and natural habitats. We also establish trails and greenways to link people and neighborhoods. At West Creek, we believe that clean streams and rivers, abundant natural areas, neighborhood green space, and beautiful walking and biking trails are an important part of healthy, vibrant, successful communities.

### Basic Position Information:

Location: **West Creek Conservancy Offices, 7381 Camelot Dr., Parma, OH 44134**

**Stearns Native Nursery, 7000 Randolph Dr, Parma, OH 44129**

Reports to: **Derek Schafer, Executive Director**

Member position begins October 8, 2024 and ends September 30, 2025. Mandatory orientation is scheduled October 8-11, 18, 2024, which will occur in person in Twinsburg, Ohio. 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 \$22,000 and the stipend will be paid bimonthly.

Usual hours of service will be M-F during the hours of 8:30am-4:30pm. The ability to serve flexible hours, including weekend days and some evenings, as 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 included.
- 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
- Full-time members eligible for health insurance
- Full-time members may qualify for childcare assistance.
- May be eligible for education award of \$7,395.00.
- Additional training reimbursement stipend of \$125/quarter (\$500 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 and is not entitled to any of the benefits or compensation Tinker's Creek Watershed Partners provides to its employees.*

### **AmeriCorps Requirements:**

- Must have a GED or high school diploma.
- Must be 18 or older by October 8, 2024.
- Must successfully pass a comprehensive National Service Criminal History Check (NSCHC).
- Must be a US citizen, 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 *Environmental Science, Ecology, Biology, Forestry, Botany 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
- *Able to follow directions and focus on completing assigned tasks*
- *Strong work ethic and willingness to learn*
- *Ability to multitask and quickly switch to new tasks as need arises*
- *Passion for protecting the natural environment*

### **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***

- Engage volunteers and lead work sessions at Stearns Nave Nursery.
- Oversee the germination, cultivation, planting and potting of native trees, shrubs and plants at Stearns Nave Nursery.
- Manage and maintain wildlife survey and monitoring technology including acoustic bat monitor, camera traps, and reptile cover tins.
- Assist with the planting of native trees, shrubs, & plants on restoration sites.
- Assist with the creation and maintenance of trails on West Creek Conservancy properties.
- Assist with the management and removal of nonnative plants on West Creek Conservancy properties.
- Assist and lead hikes and healthy ecosystem discussions with the public at West Creek Conservancy events.
- Assist with the installation of boundary markers on West Creek Conservancy properties and easements.
- Assist with baseline document report field and office work pursuant to conservation easements.
- Attend conservation project and professional meetings to network with partner organizations.
- Assist with assembling printed information and posting of mass mailings.
- Assist with event planning for Up! A Creek and Annual Meeting.
- Assist with cleanups of West Creek Conservancy properties.
- Assist with green infrastructure (rain garden, bioswales, permeable paver) monitoring and maintenance.
- Assist staff with creating maps and maintaining/updating West Creek's GIS database.

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.
- Capacity to position self to bend, kneel, and lightly lift.
- Fluency in communicating in the English language, can convey information and listen.
- Capacity to utilize close vision, depth perception, and adjust focus.

**Additional information:** Stearn Nave Nursery is accessible to individuals with disabilities. West Creek 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.

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