



AmeriCorps Project Conserve 2018 – 2019 Service Description



AmeriCorps Position Title: Agricultural Outreach and Education Coordinator
Host Site: Polk County Office of Agricultural Economic Development

Service Term: September 4, 2018 – July 31, 2019

Supervisor Name: Dawn Jordan
Supervisor Title: Director
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Host Site Mission Statement:

The purpose of the Agricultural Economic Development office is to encourage, support and maintain growing agricultural enterprises in Polk County

Summary of Position:

This position will assist with the implementation of monthly Friends of Agriculture Breakfasts and work to increase enrollment in County's Farmland Preservation Program. The position will develop and implement Educational outreach opportunities to understand the community value of sustainable farmland, including assisting with annual Farm Tour, Farmers Markets and other community events that occur throughout the service year.

Qualifications – Knowledge, Skills, and Abilities:

- Must be able to lift 50 pounds
- Reasonably proficient in Word and Excel and social media applications
- Good communicator and comfortable with leading volunteers and carrying existing programs forward.
- Have a valid Driver's License, access to reliable transportation and flexible service time availability
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

9am-4:30 pm Monday-Friday with some flexible weekend events

Position Responsibilities and Duties

Conservation Education: 60%

- Develop and implement conservation education materials
- Implement community conservation education events
- Work to increase agricultural land enrollment in the County's Farmland Preservation program and assist in update of Farm Protection Plan
- Assist with education of community through Farm Tour by assisting farms on the tour to have appropriate points of interest, activities and educational materials for all ages.
- Assist with education of community through interactive events at area Farmers Markets such as local and seasonally appropriate food demos and gardening techniques.
- Develop one sustainable demonstration garden
- Many awareness activities involve interaction and collaboration with support organizations adding the opportunity for AmeriCorps member to have exposure to other entities and their missions.

Volunteer Infrastructure Program (VIP): 40%

- Recruit volunteers to assist in event planning and implementation such as Farm Tour and established training farms.
- Train volunteers in conservation and sustainability practices particularly related to agricultural lands by touring and highlighting such practices at a local farm or other appropriate site.

Additional Comments

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

Equipment / Software Used: Word/Excel and PowerPoint

Physical Demands: Must be able to lift 50 lbs

Transportation Needs: Must have reliable transportation and a valid drivers license

Setting/Location of Service Activities: Polk County, NC

Other Considerations: Must be comfortable engaging and communicating in public settings, self motivated and manage own time effectively

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data