



AmeriCorps Project Conserve 2018 – 2019 Service Description



AmeriCorps Position Title: Farm and Consumer Specialist
Host Site: Polk County Office of Agricultural Economic Development
Service Term: September 4, 2018 – July 31, 2019

Supervisor Name: Dawn Jordan
Supervisor Title: Director
Supervisor E-mail: djordan@polknc.org

Address: 156 School Rd Mill Spring NC 28756
Phone: 828-894-2281
Fax:
Website: polkcountyfarms.org

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 supports the preservation of Agricultural land use and sustainable farming practices. The position focuses on education of consumers, citizens and farmers to the importance of maintaining active agricultural production in Polk County, NC. Increasing community knowledge in regards to sustainable use of farmland through support of local producers is a priority. This knowledge helps citizens make wise and appropriate decisions in supporting local conservation programs.

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: 90%

- Oversee Educational Friends of Agriculture Breakfast (secure topic appropriate speakers, plan locally sourced food items, track attendance)
- Other educational workshops and trainings as set out at Annual Planning workshop
- Continue the work and implementation of a Farmer Survey to assess current and ongoing needs. This will include farm visits and personal farmer interviews.
- Conduct community programs including educational presentations at the local public libraries, senior centers, afterschool care program and at all County schools.
- Increase landowners' awareness of farm conservation programs available by conducting informal surveys as to landowner knowledge and strategize ways to effectively increase knowledge. This may include free community awareness events, and/or collaborating with other community agencies to provide workshops to increase knowledge and awareness.
- Maintain and offer education at demonstration gardens in various neighborhoods and community services centers that highlight conservation practices of edible landscapes

Volunteer Infrastructure Program (VIP): 10%

- Manage and maintain volunteer program
- Engage new volunteers
- Train volunteers

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/PowerPoint

Physical Demands: Must be able to lift 50 lbs

Transportation Needs: Must have reliable transportation

Setting/Location of Service Activities: Polk County, NC

Other Considerations: Must be comfortable with community and public engagement activities and events, developing presentations and workshops, engaging and leading volunteers- adults and youth.

- 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.

- Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data