



AmeriCorps Project Conserve 2019 – 2020 Service Description



AmeriCorps Position Title: Community Forestry Coordinator
Host Site: Asheville GreenWorks

Service Term: September 3, 2019 – July 31, 2020

Supervisor Name: Eric Bradford
Supervisor Title: Director of Operations
Supervisor E-mail: eric@ashevillegreenworks.org

Physical Address: 318 Riverside Drive, Asheville, NC 28801
Mailing Address (if different): 2 Sulphur Springs Road, Asheville, NC 28806

Phone: 828-254-1776
Website: www.ashevillegreenworks.org

Host Site Mission Statement:

Established in 1973, Asheville GreenWorks inspires, equips and mobilizes individuals and communities to take action to care for the places we love to live. With thousands of volunteers, we engage the community in grassroots projects such as urban forestry, environmental cleanups, anti-litter and waste reduction education, creation of green spaces, care and preservation of Asheville's rivers and trees.

Summary of Position:

Protect Asheville's disappearing urban forest through education, outreach and action. Lead an army of volunteers to reforest our city with native fruit and shade trees. Foster and coordinate new concepts for urban forestry programming themes. Support the development of tree protection ordinances. Plant trees that will cool down, cleanup and establish a sound environment.

Qualifications – Knowledge, Skills, and Abilities:

- Bachelor's Environmental, Urban planning, Forestry or the like.
- Experience leading volunteers
- Planting knowledge
- Public speaking
- Willingness to protect and advocate for the environment
- Excellent interpersonal and organizational skills
- Social media savvy
- Self motivator
- Valid Driver's license
- Competent computer (PC/Mac) skills
- Must be outgoing, energetic, and love to work outside
- 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:

40 hours, flexible scheduling, some weekends.

Position Responsibilities and Duties:**CONSERVATION EDUCATION (25%)**

- Lead workshops i.e.: tree protection, care, pruning, and planting
- Peer to peer training activities
- Urban forest best practices
- Tree ID and protection

AT-RISK ECOSYSTEM IMPACTS & TRAILS (50%)

- Oversee our eight community orchards and the Food Tree Project
- Organize tree plantings and pollinator gardens
- Manage the Adopt a Spot program
- Manage native plant nursery and live stake nursery
- Train and supervise volunteer community members through the TreeKeeper program

VOLUNTEER INFRASTRUCTURE PROGRAM (25%)

- Invasive plant removal and management
- Introduction of native pollinator habitats
- Manage Bee City Asheville pollinator plantings in coordination with Urban Habitats AmeriCorps Member.
- Member of Tree Protection Task Force

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 one or two overnight stays.

ESSENTIAL FUNCTIONS

Equipment / Software Used: Mac / PC, Office, Google Docs, various social media outlets

Physical Demands: Must be fit enough to lift 75 pounds and can be on your feet for hours at a time sometimes in the heat and cold.

Transportation Needs: Must have reliable transportation.

Setting/Location of Service Activities: Asheville / Buncombe, Henderson

- 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.