



AmeriCorps Project Conserve **2019 – 2020 Service Description**



AmeriCorps Position Title: Community Engagement Associate
Host Site: Conserving Carolina

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

Supervisor Name: Ericka Berg
Supervisor Title: Membership Coordinator
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Host Site Mission Statement:

Conserving Carolina is dedicated to protecting and stewarding land and water resources vital to our natural heritage and quality of life and to fostering appreciation and understanding of the natural world.

Summary of Position:

The Community Engagement Associate acts as leader of the volunteer program at Conserving Carolina, coordinating and engaging community members in both volunteer and outdoor activities across the service region. This member builds on existing partnerships and is at the forefront of new relationships through their work in engaging the community in the outdoors. With their hands in volunteer activities across all parts of the organization, the Community Engagement Associate is a dynamic position requiring a balance of office and field work.

Qualifications – Knowledge, Skills, and Abilities:

- Ability to juggle multiple tasks, take initiative, and work independently
- A willingness to ask for help, work as a team member, and learn from others
- Ability to communicate honestly
- A willingness to work in an environment where tasks, hours, and location will vary day to day
- Strong work ethic and organizational skills or willingness to improve organizational ability
- Competent computer skills and ability to learn new technologies
- A passion for Western North Carolina, the environment, and community service
- Experience managing volunteers is a bonus
- 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:

Typically Monday – Friday, 9AM-5PM. Flexibility in that frequent nights and weekends are required

Position Responsibilities and Duties:

Conservation Education (25%)

- Plan, coordinate, and lead outings designed to engage community members or groups who may face barriers to regular outdoor activity (such as physical ability, access to transportation, comfort and confidence in outdoor settings, etc.) while building on existing community partnerships
- Under direction of the Education Committee, coordinate and lead regular educational outings and workshops for membership and the broader community
- Under leadership of the Communications and Education Associate, support education initiatives with the Boys and Girls Club TORCH and KEYSTONE groups and the community school Bearwallow field trip efforts
- Administer the Conserving Carolina Hiking Challenge, ensuring that completions are recorded and recognized and that the program is operating smoothly after launching
- Attend Education Committee meetings and act in support of outreach initiatives and events that increase community awareness of Conserving Carolina and the importance of local land conservation

At-Risk Ecosystem Impacts & Trails (5%)

- Schedule, facilitate, and report eight service days on our adopted sections of highway and greenway
 - Under the guidelines of the Adopt-A-Highway program, recruit and coordinate volunteers for 4 workdays to clean our two mile section of highway located near our flagship property, Bearwallow Mountain. Coordinate and lead a post clean-up hike
 - Under the guidelines of the Adopt-a-Greenway program, recruit and coordinate volunteers for 4 workdays to clean our two mile section of the Oklawaha Greenway beginning at Berkeley Mills Park in Hendersonville

Volunteer Infrastructure Program (70%)

- Serve as volunteer program manager and administrator, working with Hendersonville, Columbus and off-site staff to oversee unified volunteer program across the service region
- Recruit, coordinate, and recognize volunteers for activities of Conserving Carolina, including litter pick-up, non-native invasive species removal, trail building and maintenance, outreach and events, office tasks, habitat restoration, citizen science, etc.
- Act as initial volunteer contact, fielding volunteers and providing information sessions and orientation in the Hendersonville office
- Maintain consistent communication with volunteers through email, phone, social media, Constant Contact, and website event updates
- Coordinate volunteer and service groups, including Alternative Spring Break groups, and work with land staff to schedule workday activities for these service groups
- Attend workdays, assisting other staff and AmeriCorps members in volunteer engagement
- Maintain and expand existing volunteer recognition strategies, including monitoring and distributing Recognition Gear as needed, updating the Volunteer Learning Center, leading the quarterly Volunteer Hike program, and planning a yearly volunteer recognition event
- Research and implement ongoing improvements to the volunteer program, including
 - A comprehensive volunteer recruitment plan and strategy
 - A plan for ongoing professional training and educational materials for volunteers
 - An engagement plan for community groups, businesses, and outside organizations

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: Computer, WordPress, DonorPerfect, Constant Contact, Office, Adobe, social media.

Physical Demands: Physical ability to attend and support volunteer workdays and outreach events, such as hikes or padding trips. Must be able to spend multiple hours in front of a computer.

Transportation Needs: Member must be able to get to the Hendersonville office from their home location every day.

Setting/Location of Service Activities: Primarily the Hendersonville office with activities taking place across the region, including the Polk County office, off-site workday locations, presentation locations, festivals, and various other events.

- 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.