



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



AmeriCorps Position Title: Environmental Education Associate
Host Site: Foothills Equestrian Nature Center

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

Supervisor Name: Tracie Hanson
Supervisor Title: Executive Director
Supervisor E-mail: admin@fence.org

Address: 3381 Hunting Country Road, Tryon, NC 28782
Phone: 828-859-9021
Fax: 828-859-9315
Website: www.fence.org

Host Site Mission Statement:

FENCE is a non-profit organization dedicated to serve as a community resource for the preservation of green space and for educational and recreational opportunities linking nature, animals, and people.

Summary of Position:

The Environmental Education Associate will be responsible for developing and delivering nature and science based lessons to students, typically K-5, both in school settings and in the field at FENCE. The Environmental Education Associate will also assist in our five weeks of summer camp, helping to coordinate and organize educational activities, as well as locating and scheduling guest speakers. This position will also be tasked with coordinating and training volunteers/interns needed to help with educational programs such as in school programs, field trips, summer camp, and seasonal trail workdays

Qualifications – Knowledge, Skills, and Abilities:

- Great communication, presentation, and organizational skills. (Required)
- Overall knowledge of the Western North Carolina native plant and animal species or the willingness to learn. (Required)
- Experience teaching children both in the school setting and in field settings. (Strongly desired)
- Experience creating lesson plans that correlate with state standards. (Strongly desired)
- Bachelors degree in Biology, outdoor education, environmental studies, ecology, natural resources, or a related field (Desired)
- Ability to hike up to 5 miles on uneven ground. (Required)
- Ability to lift up to 50 pounds. (Required)

- 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 M-F 8am-5pm, some weekends will be required

Position Responsibilities and Duties:

Conservation Education (85%)

- Educate youth in school on nature and science based topics.
- Educate students in the field at FENCE on nature and science based topics.
- Update current lesson plans and create new lesson plans.
- Work to establish a larger reach in the community for Project FENCE.
- Establish and implement successful family outings at FENCE such as nature walks, presentations, and workshops

At-Risk Ecosystem Impacts & Trails (5%)

- AmeriCorps member will organize seasonal trail work/clean up days at FENCE. This could involve Invasive Species removal and management

Volunteer Infrastructure Program (10%)

- Recruit and train volunteers to assist with educational activities both in school and at FENCE.
- Recruit and train volunteers for trail workdays throughout the year.
- Create and implement a volunteer manual with and updated list of volunteer job descriptions

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: Microsoft word, excel, power point, and publisher

Physical Demands: Must be able to lift 50lbs, must be able to stand for long periods at a time, and must be able to hike up to 5 miles on uneven ground

Transportation Needs: Must have own vehicle

Setting/Location of Service Activities: At FENCE and at surrounding schools and organizations

- 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.