



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



AmeriCorps Position Title: Water Quality Administrator
Host Site: MountainTrue

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

Supervisor Name: Gray Jernigan
Supervisor Title: Southern Regional Director & Green Riverkeeper
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Host Site Mission Statement:

MountainTrue champions resilient forests, clean waters and healthy communities in Western North Carolina.

Summary of Position:

This position encompasses many facets: working with volunteers on many levels (recruiting, training, mentoring, organizing); learning and understanding meaningful ways to connect applied science to community needs at the local level; evaluating, designing, and implementing impactful programming for the betterment of the community and environment; and collaborating with all types of groups, from government agencies to civic organizations, school groups, other nonprofits, and community groups. The member is in charge of communications with the Water Quality Team, administers resources for all WQ-focused programs, and connects with the broader community to solve water quality challenges.

Qualifications – Knowledge, Skills, and Abilities:

- Related educational background preferred: environmental sciences/studies, natural resource management, sustainability/technology, etc.
- Experience working with or managing volunteers of various demographics preferred
- Public Speaking experience a plus
- Member must possess excellent verbal and written communication skills
- Experience with Microsoft Office, Google suite, Facebook, and GIS preferred
- 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:

9:00 am to 5:00 pm Monday through Friday, some evenings and weekends

Position Responsibilities and Duties:

CONSERVATION EDUCATION (20%)

- Collaborate with other organizations to organize and execute Kids in the Creek and other water quality youth education events;
- Collaborate with other organizations to conduct public education events across Transylvania, Henderson, Polk, and Rutherford Counties;
- Pursue other opportunities to engage with children through local schools, etc

AT-RISK ECOSYSTEM IMPACTS & TRAILS (30%)

- Plan and assist with live-staking events in the region;
- Utilize water quality data to prioritize and address water quality issues;
- Conduct stream clean-ups and other work days

VOLUNTEER INFRASTRUCTURE PROGRAM (50%)

- Lead MountainTrue's Southern Regional Office Water Quality Team;
- Manage the SMIE biomonitoring program and VWIN chemical monitoring program through effective volunteer recruitment, training, and management;
- Expand the reach of the Adopt-A-Stream program; Coordinate Big Sweep 2019;
- Host a volunteer appreciation event;
- Pursue other opportunities to engage volunteers as they arise

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: PC, ArcGIS, Microsoft Office, Google suite, Facebook

Physical Demands: Paddling, hiking, must be able to swim, some strenuous work outdoors in the elements required

Transportation Needs: Personal vehicle preferred

Setting/Location of Service Activities: Hendersonville office, local schools, outdoors and on the water

- 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