



AmeriCorps Project Conserve 2019 – 2020 Service Description



AmeriCorps Position Title: Public Engagement Coordinator
Host Site: RiverLink

Service Term: September 4, 2018 – July 31, 2019

Supervisor Name: Justin Young
Supervisor Title: Program Manager
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Host Site Mission Statement:

RiverLink promotes the environmental and economic vitality of the French Broad River and its watershed as a place to live, learn, work and play.

Summary of Position:

RiverLink's Public Engagement Coordinator serves as the main point of contact for people looking to become more involved with the organization. They will lead service projects with community groups including river & stream cleanups, invasive plant removal, bank plantings and more. They'll coordinate recreational activities on the river and workshops for the public that further connect them to the watershed. The Coordinator will also organize large events and outreach strategies that reflect the good work of the organization

Qualifications – Knowledge, Skills, and Abilities:

- A college degree
- Comfort speaking to large and small groups, including children.
- Ability to work with diverse populations and neighborhoods.
- Good organization and communication skills.
- Willingness to protect and advocate for the environment
- Excellent interpersonal and organizational skills
- Self-motivator
- Must be outgoing and energetic
- Ability to manage time and schedules effectively.
- Ability to think logistically while coordinating and executing complex service projects.
- Experience paddling a canoe, and driving a trailer is preferred.
- Valid driver's license
- Competent computer (PC/Mac) and social media skills

- 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:

This position typically works from 9AM-5PM Mondays-Fridays with some weekends.

Position Responsibilities and Duties

Conservation Education: 30%

- Integrate education into volunteer events in the form of plant and invasive species identification, River and land use history, and water quality impacts.
- Participate in tabling events such as career days, and community festivals to promote RiverLink's work.
- Serve as the lead organizer for RiverLink's Earth Day Kids Festival. This includes securing sponsorship, creating a marketing plan, and coordinating with other organizations to provide creative and educational activities.
- Organize educational and recreational events such as adult education workshops and guided canoe trips that connect the public with local waterways and water quality issues.

Volunteer Infrastructure Program (VIP): 40%

- Plan volunteer events on RiverLink projects and public lands, promote these opportunities to the public, and lead the volunteers on the day of service.
- Lead Volunteer Information sessions aimed to recruit and educate future volunteers.
- Match volunteer groups with project needs that benefit the French Broad River and its watershed.
- Collect volunteer feedback and integrate suggestions to improve volunteer initiatives.
- Coordinate with RiverLink's Adopt-A-Stream groups to support and empower them as they clean their assigned waterways.
- Create outreach strategies to promote public opportunities to engage with RiverLink.

At-Risk Ecosystem Impacts: 30%

- Work with volunteers to develop and maintain stormwater control measures.
- Perform riparian habitat and stream restorations on public and conserved lands.
- Lead volunteers in exotic invasive plant removal and tree plantings within riparian areas of public and RiverLink conserved lands.
- Guide volunteers through streams and rivers as they work to remove trash.

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, Mass emailing and database software, Canoes, Tool trailer, gas powered equipment, sharp tools.

Physical Demands: Ability to lift 50 lbs, canoe paddling experience, ability to drive a trailer.

Transportation Needs: Needs personal vehicle

Setting/Location of Service Activities: French Broad River Watershed, mostly Buncombe County.

Other Considerations: Will be exposed to poison ivy and other potential hazards in the field.

- 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).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.