

JOB DESCRIPTION

Position Title: Summer of Service
AmeriCorps Program
Coordinator

Reports To: AmeriCorps Project
Conserve Program
Director

Position Summary:

The Summer of Service AmeriCorps Program Coordinator is a seasonal position responsible for Conserving Carolina's Summer of Service program, engaging 5-7 young adult participants in environmental service-learning in Henderson and surrounding counties. Program participants will gain leadership and work skills while also earning a living stipend and an education award. The Summer of Service AmeriCorps program will take place June-August, 2019. The Summer of Service Coordinator position may begin as soon as hired. Hours prior to the program start date in June are flexible and may not be full-time. The position will be full-time between June and August. The Summer of Service program will continue in 2020, dependent on grant funding.

Key Responsibilities:

- Works with AmeriCorps Project Conserve (ACPC) Program Director and Coordinator and other staff to develop Summer of Service programming for 5-7 participants ages 17-19
 - Coordinates recruitment, application, and selection process of Summer of Service participants
 - Provides leadership and support to Summer of Service participants, focusing on mentoring and developing defined core-competencies. Goals of the program include building confidence, trust, camaraderie, and work-ethic among participants
 - Coordinates, leads, and oversees day-to-day activities of Summer of Service participants including field work and training days
 - Coordinates with Conserving Carolina staff to support day-to-day activities of the program. Field work will include: invasive plant management and trail-building as well as partnering with community organizations on community projects
 - Ensures safety, health and wellbeing of program participants, natural environment, and community
 - Complies with all AmeriCorps regulations and reporting requirements
 - Collects information and prepares reports related to the evaluation and other needs of the Summer of Service program
 - Provides recommendations for program improvements
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Essential Job Requirements:

EDUCATION Bachelor's degree in social work, mental health, outdoor education, environmental science, education, or related field *or* comparable work experience.

EXPERIENCE

- Experience working in the outdoors and leading diverse youth and/or young adults including service learning activities
- Demonstrated leadership experience
- Demonstrated conflict management skills
- Conservation and/or environmental service a plus
- National Service experience a plus
- General office experience demonstrating strong technical skills

REQUIRED SKILLS Outstanding communication and leadership skills; must be comfortable working outdoors; ability to motivate, inspire, and mentor young adult participants; must have a valid driver's license, and have a clean driving record; Must consent to and be cleared through the National Service criminal history check process.

PREFERRED SKILLS CPR and First Aid; Must be willing to obtain CPR and First Aid certifications if not previously certified.

PHYSICAL REQUIREMENTS

- Must be able to lift 50 lbs
- Must be able to hike in strenuous terrain and carry tools
- Must be about to work outdoors in summer heat
- Must be able to do standing work up to 5 hours/day

LIMITATIONS AND DISCLAIMER

This job description does not represent an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. Responsibilities, tasks, and duties may differ from the job description, as assigned.

WORK HOURS/COMPENSATION

Full-time, temporary position (exact start and end dates negotiable); 40-45 hours/week average. Pay commensurate with experience; supportive and engaging work environment.

TO APPLY:

Send resume, cover letter, and references by March 20th, 2019 to
amy@conservingcarolina.org

AmeriCorps Project Conserve
Conserving Carolina
847 Case Street
Hendersonville, NC 28792

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Conserving Carolina recognizes and honors diverse cultures and traditions. Conserving Carolina proactively seeks individuals for all aspects of its work from varied backgrounds for the greater enrichment of the organization. It is the goal of Conserving Carolina to have a membership, staff, volunteer base, and board that reflects the diversity of ethnic and demographic groups of our service area, and for Conserving Carolina programs to encourage involvement of groups that are underrepresented in Conserving Carolina.