



AmeriCorps Project Conserve **2022 – 2023 Service Description**



AmeriCorps Position Title: Trails and Education Coordinator
Host Site: Rutherford Outdoor Coalition / Town of Lake Lure

Supervisor Name: Jess Kerr
Supervisor Title: Executive Director
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Host Site Mission Statement:

Rutherford Outdoor Coalition's mission is to enhance and expand outdoor recreation in Rutherford County. ROC strives to accomplish this mission by building and maintaining area trails and rivers, leading guided outdoor recreation opportunities, and providing programming that encourages environmental stewardship.

Summary of Position:

The member will coordinate a countywide partnership with a goal to build and maintain an interconnected trail system, recruit and train volunteers to accomplish trail goals including trail maintenance and construction workdays, trail and river cleanups. The member will reach out to the public and trail partners via social media, websites and e-news. The member will lead education initiatives, including programs and outings.

Qualifications – Knowledge, Skills, and Abilities:

- Organized
- Works independently
- Experience working with volunteers and groups
- Experience with Microsoft Office products and utilizing social media
- Adaptable
- Able to lift up to 50 pounds and perform other manual labor
- Willing to work outdoors for extended periods
- Strong communication skills
- Leader
- 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:

8am – 5pm. M -TR, Sat, with some nights.

Position Responsibilities and Duties:

CONSERVATION EDUCATION (25%)

- Organize and lead group hikes/river floats and will educate those that come about the importance of keeping the environment free from litter and other debris that could cause harm.
- Lead youth education programs in our Early Explorer's Club. Lessons include recycling, rocks and minerals, geocaching, animal adaptations, and more.

AT-RISK ECOSYSTEM IMPACTS & TRAILS (45%)

- Assist in maintaining countywide trails committees and maintain strong relationships with various trail owners and managers.
- Maintain an online database of trails including current descriptions and maps and the online interactive map.
- Maintain trails maintenance database to document work completed and organize and prioritize needed maintenance.
- Organize regular trail maintenance workdays, assist with installation of new trails as needed.
- Maintain inventory of trail tools and coordinate with other organizations for tool sharing.
- Organize group hikes and river trips, scout new trail opportunities and create development plans.
- Maintain and publish a calendar of outdoor events.
- Create and publish monthly e-news for trails and outdoor events.
- Organize two river clean-ups removing trash and river hazards (Broad River).
- Perform trail clean-ups, and regularly scout river and river access points for hazards and maintenance needs.

VOLUNTEER ENGAGEMENT (30%)

- Recruit and train volunteers to serve in key volunteer roles as related to trails, river, and programs.
- Lead volunteer information sessions.
- Keep an updated database of volunteers and hours.

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 Office products, e-mail, ArcGIS, Google Earth

Physical Demands: Moderate to strenuous demands due to trail maintenance and construction work.

Transportation Needs: Must have own vehicle

Setting/Location of Service Activities: Rutherford County

- 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.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data