

# AmeriCorps Project Conserve 2023 – 2024 Service Description

## Service Description

**AmeriCorps Position Title:** Community Engagement Associate  
**Host Site:** Conserving Carolina

**Supervisor Name:** Pam Torlina  
**Supervisor Title:** Community Engagement Director  
**Supervisor E-mail:** pam@conservingcarolina.org

**Physical Address:** 847 Case Street, Hendersonville, NC 28792  
**Mailing Address (if different):**

**Phone:** 828-697-5777 ext. 300  
**Fax:** n/a  
**Website:** [conservingcarolina.org](http://conservingcarolina.org)

### **Host Site Mission Statement:**

To protect, restore, and inspire appreciation of the natural world.

### **Summary of Position:**

The Community Engagement Associate engages volunteers at Conserving Carolina, coordinating, supporting, and guiding community members in volunteer activities. This member also builds on existing partnerships and programs through organized hikes, outings, and educational programs. With their hands in volunteer activities and engagement across all parts of the organization, the Community Engagement Associate is a balanced position including both office and field work.

### **Qualifications – Knowledge, Skills, and Abilities:**

- A willingness to ask for help, collaborate as a team, and learn from others
- Ability to communicate honestly and openly
- A desire to work with people of all backgrounds
- A willingness to work in an environment where tasks, hours, and location will vary day to day
- Strong work ethic and organizational skills or willingness to improve organizational ability
- Ability to juggle multiple tasks, take initiative, and work independently
- Competent computer skills and ability to learn new technologies
- A passion for the environment, community, and service
- 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, Monday – Friday, 9AM-5PM but regular hours are somewhat flexible. Will required some evening and weekend events.

## **Position Responsibilities and Duties:**

### **CONSERVATION EDUCATION**

**Description of Member Service Activities:** In coordination with the Community Engagement Director, plan, coordinate, and lead an outings program designed to engage underserved communities while building on existing community partnerships. Partner with the Communications and Education Associate to plan and present educational workshops. Coordinate and lead educational outings and activities for membership and the broader community with support of the Communications and Education Associate. Under leadership of the Communications and Education Associate, support education initiatives, including indoor and outdoor education opportunities and partnerships with schools, such as the community school Bearwallow field trip efforts. Administer the Conserving Carolina White Squirrel Hiking Challenge 6 and the Flying Squirrel Outdoor Challenge, ensuring that completions are recorded and recognized and that the programs continue to operate smoothly. Attend Education Committee and Engagement Team meetings; support outreach initiatives and events that increase community awareness of Conserving Carolina and the importance of land conservation. Attend Equity, Diversity, and Inclusion Committee meetings and act in support of EDI efforts and initiatives at Conserving Carolina.

**Percentage of Time:** 25

### **AT-RISK ECOSYSTEM IMPACTS & TRAILS**

**Description of Member Service Activities:** Schedule, facilitate, and report eight service days on our adopted sections of highway and greenway. Under the guidelines of the Adopt-A-Highway program, recruit and coordinate volunteers for 4 workdays to clean our two-mile section of highway located near our flagship property, Bearwallow Mountain. Coordinate and lead a post clean-up hike. Under the guidelines of the Adopt-a-Greenway program, recruit and coordinate volunteers for 4 workdays to clean our two-mile section of the Oklawaha Greenway beginning at Berkeley Mills Park in Hendersonville.

**Percentage of Time:** 15

### **VOLUNTEER ENGAGEMENT**

**Description of Member Service Activities:** Serve as volunteer program manager and administrator, working with staff across the organization to oversee unified volunteer program across the service region. Recruit, coordinate, and recognize volunteers for activities, including litter pick-up, non-native invasive species removal, trail building and maintenance, outreach and events, office tasks, habitat restoration, citizen science, etc. Act as initial volunteer contact, fielding volunteers and providing information sessions and orientation virtually or in the Hendersonville office. Maintain consistent communication with volunteers through email, phone, social media, Constant Contact, and website event updates. Coordinate volunteer and service groups, including Alternative Break groups, businesses, and communities, and work with land staff to schedule workday activities for these service groups. Attend volunteer workdays, serving alongside staff and AmeriCorps members in volunteer engagement. Maintain and expand existing volunteer recognition strategies, including monitoring and distributing Recognition Gear as needed, updating the Volunteer Learning Center, leading the quarterly Volunteer Hike program, and planning a yearly volunteer recognition event. Research and implement ongoing improvements to the volunteer program, including a comprehensive volunteer recruitment plan and strategy including engagement strategies for underserved communities, a plan for ongoing professional training and educational materials for volunteers, and an engagement plan for community groups, businesses, and outside organizations.

**Percentage of Time:** 60

## ESSENTIAL FUNCTIONS

Equipment / Software Used: Computer, WordPress, DonorPerfect, Constant Contact, Office, Adobe, social media.

Physical Demands: Physical ability to attend and support volunteer workdays and outreach events, such as hikes, non-native plant management, and/or paddling trips. Must be able to spend multiple hours in front of a computer.

Transportation Needs: Member must be able to get to the Hendersonville office from their home location every day.

Setting/Location of Service Activities: Primarily the Hendersonville office with activities taking place across the region, including off-site workday locations, presentation locations, festivals, and various other events.

### **Choose the essential functions of this position:**

- 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.