



AmeriCorps Project Conserve 2023-2024 Service Description



Service Description

AmeriCorps Position Title: Outreach and Education Coordinator
Host Site: Mills River Partnership

Supervisor Name: Maria Wise
Supervisor Title: Executive Director
Supervisor E-mail: maria.millsriverpartnership@gmail.com

Physical Address: 4139 Haywood Rd, Mills River, NC
Mailing Address (if different): 28759

Phone: 828-708-7388
Fax: n/a
Website: millsriverwater.org

Host Site Mission Statement:

To coordinate resources to monitor, preserve, protect, and improve water quality in the Mills River through voluntary participation of stakeholders.

Summary of Position:

This position will assist the Mills River Partnership in education and outreach activities such as Kids In The Creek aquatic education for elementary and middle school kids. The AmeriCorps member will also have the responsibility of planning live stake planting work days and workshops for the community to learn how to stabilize streambanks on their properties. The AmeriCorps will assist with public relations events like the Bold Rock 10k Race and other tabling events that promote our organization and clean water. Some website design and updating, newsletters and social media will be a responsibility of this position. Coordinate educational outings in the watershed involving other organizations such as the Soil and Water Conservation District, Audobon Society and the Wildlife Commission. Interacting with landowners on best management practice projects and potentially coordinating volunteers to work on these projects including but not limited to invasive plant management, riparian buffer planting and pollinator habitat planting. Coordinating river and road side clean ups. Opportunity to give presentations to some community groups possible.

Qualifications – Knowledge, Skills, and Abilities:

- Familiar with water quality sampling and testing knowledge both physical and chemical.
- Environmental education experience.
- Social media proficiency.
- Basic familiarity with website maintenance.
- General knowledge of invasive and native species in our area or willingness to learn.
- Willingness to talk to stakeholders about watershed issues including public officials, board members and citizens.
- 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: Monday - Friday 9:00-4:00 and some weekends.

Position Responsibilities and Duties:

CONSERVATION EDUCATION

Description of Member Service Activities: Assist the Mills River Partnership in 3-4 education and outreach activities such as Kids In The Creek curriculum and other school outreach events. Assist with Public Relations events like 10K races, regional stream cleanups and other tabling events that promote our organization and clean water. Ongoing website maintenance, prepare at least 3 newsletters and lead the social media outreach for the organization posting at least two new updates per week. Plan 3 education workshops in the watershed involving other organizations like the Wildlife Commission and Cooperative Extension like Shade Your Stream and educational programs on topics like hellbender salamanders and endangered mussel species. Potential to give presentations to community groups.

Percentage of Time: 50%

VOLUNTEER INFRASTRUCTURE PROGRAM (Includes direct volunteer recruitment and coordination)

Description of Member Service Activities: Maintain volunteer database. Recruit volunteers (5% increase), coordinate volunteer events, and secure equipment and gear for volunteers Plan 2 live stake planting work days and workshops for community volunteers to learn how to stabilize streambanks on their properties. Interact with landowners on best management practice projects and potentially coordinating volunteers to work on these projects including but not limited to invasive clearing, riparian buffer planting and pollinator habitat planting. Coordinate 1 river and 1 roadside litter clean up. Participate in birding walks along stretches of Mills River, Hellbender salamander monitoring, and turbidity monitoring.

Percentage of Time: 50%

ESSENTIAL FUNCTIONS

Equipment / Software Used: : Microsoft and Mac familiarity, Wordpress, Excel, Arcview gis desired, Google Maps

Physical Demands: : Lifting 25 lbs., hiking and steep slope maneuvers near streams, comfort in canoes/kayaks desired.

Transportation Needs: Car

Setting/Location of Service Activities: Stream/River banks, parks, back yards, schools, farms.

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