



AmeriCorps Project Conserve 2024 – 2025 Service Description



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

Supervisor Name: Pam Torlina
Supervisor Title: Community Engagement Director
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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 require some evening and weekend events.

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 one or two overnight stays.

Position Responsibilities and Duties:

CONSERVATION EDUCATION (40%)

- In coordination with the Community Engagement Director, plan, coordinate, and lead an outings and programs designed to engage underserved communities while building on existing community partnerships.
- Partner with the Community Engagement and Education Associate to plan and present educational workshops and workdays and host speaker series and tabling events.
- Coordinate and lead educational outings and activities for membership and the broader community with support of the Community Engagement and Education Associate.
- Working with the Community Engagement 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 7 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.
- The Community Engagement Associate's capacity building activities include an increased ability for Conserving Carolina to continue to administer its current community engagement projects. This member also allows the Conservancy the opportunity to grow and improve these projects, as well as the chance to offer new ideas and create new programming, allowing the organization to continue to develop and expand its community outreach throughout its service area. Additionally, this position allows the organization to complete its mission and accomplish its goals. (CB)

AT-RISK ECOSYSTEM IMPACTS & TRAILS (10%)

- 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.
- The Community Engagement Associate's capacity building activities include an increased ability for Conserving Carolina to fulfill its agreement to administer 4 workdays each on our adopted sections of highway and greenway in Henderson County. Additionally, the member increases the opportunity for the Conservancy to make meaningful connections with volunteers. (CB)

VOLUNTEER ENGAGEMENT (50%)

- 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 management 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 bi-annual 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. (CB)
- The Community Engagement Associate's capacity building activities include an increased ability for Conserving Carolina to engage with partners outside of the organization and make meaningful connections that can influence and encourage the organization's mission. These relationships can help the organization meet its goals and evaluate its programs, allowing the organization to focus its outreach effectively. (CB)

Essential Functions:

Essential functions are the fundamental job duties:

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

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

Physical Demands: Physical ability to attend and support volunteer workdays and outreach events, such as hikes, non-native and invasive plant management, restoration/planting, speaker series events, and tabling events. 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, as well as to events that occur throughout the Conservancy's service area.

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

Other Considerations: Some off-site activities may take place on uneven terrain, in various weather conditions, and in diverse natural environments.

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
- Other Essential Functions: