



AmeriCorps Project Conserve 2024 – 2025 Service Description



AmeriCorps Position Title: Education & Volunteer Associate
Host Site: Champions for Wildlife

Supervisor Name: Tashi Brewster
Supervisor Title: Associate Director
Supervisor E-mail: tashi@championsforwildlife.org

Physical Address: 708 Warrior Drive, Tryon, NC 28782.
Mailing Address (if different): PO Box 128, Lynn, NC 28750

Phone: 828-551-0247
Fax: n/a
Website: www.championsforwildlife.org

Host Site Mission Statement:
Inspiring kids to be champions for wildlife through art and education.

Summary of Position:

The Education & Volunteer Coordinator role offers a unique opportunity to foster a generation of wildlife enthusiasts through immersive art and educational programs. The member will lead Wild for Art programs across Polk and Henderson County with a focus in Polk County; igniting a passion for wildlife conservation among K-8th grade students. Additionally, they will be instrumental in expanding and overseeing the organization's volunteer program.

Qualifications – Knowledge, Skills, and Abilities:

- **Teaching:** Experience in providing engaging environmental education programs, preferably K-8, and comfortable speaking in public and to students.
- **Coordination of Volunteers:** Able to recruit, train, and manage volunteers effectively, assigning tasks, providing guidance, and ensuring smooth collaboration among team members.
- **Creativity and Artistic Skills:** A passion for art and creativity, with the ability to develop engaging and interactive art activities suitable for school environments and community events.
- **Strong communication skills:** The job requires excellent verbal and written communication abilities to effectively engage diverse audiences, convey information, and inspire enthusiasm for wildlife conservation. Strong interpersonal skills are necessary for building relationships, resolving conflicts, and fostering collaboration within the community and volunteer team.
- **Organization and Time Management:** Strong organizational skills with experience juggling multiple responsibilities, prioritizing tasks, and meeting deadlines.
- **Flexibility and Adaptability:** Being able to adapt to changing circumstances, accommodate last-minute changes, or address unforeseen challenges.
- **Cultural Sensitivity and Inclusivity:** Understanding and respecting diverse cultural backgrounds and perspectives, ensuring that programs are inclusive and accessible to all members of the community.
- **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:

9am - 6pm Monday - Friday with occasional weekend and evening work.

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 (85%)**

- **Conducting Wild for Art Programs:** Lead interactive and educational sessions tailored for K-8th grade students, blending art with environmental education to nurture a deep-seated commitment to wildlife conservation.
- **Community Events:** Provide support in the planning and execution of Wild for Art community events to broaden outreach and engage diverse audiences.
- **Outreach Efforts:** Contribute by writing articles, blogs, and social media content to promote the organization's mission and activities. (CB)

VOLUNTEER ENGAGEMENT (15%)

- **Volunteer Coordination and Recruitment:** Champion the recruitment, training, and coordination of volunteers, ensuring their seamless integration into program delivery and community outreach activities. Foster a sense of camaraderie and collective purpose among volunteers to maximize impact.
- Recruitment and onboarding of volunteers.

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: PC or Mac laptop, Google Workspace, Monday.com, Keela, social media, Phone with camera.

Physical Demands: Ability to stoop, kneel, bend, crouch, and lift up to 25 pounds.

Transportation Needs: Driver's license and vehicle required.

Setting/Location of Service Activities: In Polk and Henderson County schools and community events, meetings at the founder's home in Tryon, remote work from member's home, and activities at Polk County School Administration building (Stearns) where the individual will have a workspace.

Other Considerations:**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: