



AmeriCorps
North Carolina

AmeriCorps Project Conserve **2024 – 2025 Service Description**



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

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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.

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 (20%)

- 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.
- Creating and building environmental education programs, developing methods of outreach and education for the general public, including, but not limited to: climate change awareness, litter campaigns, articles, newsletters, and youth programs. (CB)

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
- Maintaining and improving relationships of organizations and volunteers, recruiting trails crew participants, developing trails information, including: maps, updates, educational flyers and posts, etc. (CB)
- Developing curriculum on sustainable trail building and trail safety to teach volunteers and other participants in trails programs. (CB)

VOLUNTEER ENGAGEMENT (25%)

- 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
- Create and develop volunteer appreciation system. (CB)
- Update and improve volunteer information documentation, including but not limited to: volunteer hours tracking, volunteer information session materials (powerpoint, handbook, etc), and recruitment. (CB)

CLIMATE RESILIENCE (10%)

- Assist in public awareness campaigns and programs.
- Assist and lead litter pick-ups, educational programs, and promotional materials creation/distribution about climate resiliency.
- Update, improve, and create materials for programs centered on climate resiliency and assist in implementation of policy. (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: Microsoft Office, 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

Other Considerations: [Click here to enter text.](#)

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: [Click here to enter text.](#)