

# **AmeriCorps Project Conserve** **2024 – 2025 Service Description** **Disaster Relief Team**

## **Service Description**

**AmeriCorps Position Title:** Sustainability & Education Coordinator  
**Host Site:** Rutherford Outdoor Coalition

**Supervisor Name:** Allison Houtz  
**Supervisor Title:** Outdoor Programs Manager  
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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 AmeriCorps Sustainability & Education Coordinator will mainly work with the Keep Rutherford County Beautiful program, which seeks to educate and beautify Rutherford County. Efforts involve recruiting and coordinating volunteers to assist with clean-up efforts, collaborating with partners to provide waste reduction education, and coordinating annual public events to promote a green community. The AmeriCorps Sustainability & Education Coordinator will strive to ensure county residents of all ages have opportunities to learn about and engage with local waste reduction and sustainability efforts.

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

- Bachelor's Degree in Environmental Science, Education, Public Relations or related field preferred
- Experience in education or working with local school systems
- Experience with volunteer management, public engagement and event planning
- Strong organizational and time management skills
- Strong interpersonal skills and ability to work collaboratively
- Excellent written and oral communication
- Proficiency in Google Drive, social media platforms, and other applicable software
- 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-F, occasional Saturdays in place of a weekday

## **Position Responsibilities and Duties:**

### **DISASTER RELIEF**

#### Direct Service (20%)

- Coordinate trail, river, and public space clean-ups to mitigate litter and storm debris
- Assist with restoring trails and rivers through scouting, collecting data, and coordinating workdays

#### Capacity Building (5%)

- Assist with creating a disaster management plan and mapping infrastructure to inform future actions relative to restoring trails, rivers, and public spaces
- Build partnerships with relevant organizations to advance restoration efforts

### **CONSERVATION EDUCATION**

#### Direct Service (20%)

- Coordinate with local schools to engage students in environmental stewardship campaigns, including the Spring Litter Sweep, RecycleBot Challenge, and Litter Bowl
- Engage citizens groups in waste reduction, beautification, and cleanup programs
- Work in collaboration with volunteers, board members, and staff to attend outreach events, school programming, and other public engagement opportunities
- Write and publish press releases, social media posts, and related summaries of programs and events for public awareness and engagement

#### Capacity Building (5%)

- Create or improve sustainability and waste reduction education programs
- Build relationships with schools and education partners to expand the reach of programs

### **AT-RISK ECOSYSTEMS**

#### Direct Service (15%)

- Improve rivers and trails in WNC through river clean-ups, stream bank improvements, and improvement activities on public spaces
- Engage in water quality monitoring on the Broad River to collect scientific data and inform the public about the health and safety of the river

#### Capacity Building (5%)

- Create or improve processes to engage youth and adults in stewardship of the Broad River

### **VOLUNTEER ENGAGEMENT**

#### Direct Service (15%)

- Coordinate and engage volunteer groups in waste reduction, beautification, and cleanup programs
- Recruit and train volunteers to serve in key volunteer roles related to sustainability and waste reduction efforts.
- Maintain an updated database of volunteers and hours

#### Capacity Building (5%)

- Update and improve volunteer information documentation, including but not limited to: volunteer hours tracking, volunteer information materials (powerpoint, handbook, etc), and recruitment.
- Improve volunteer recognition efforts

## CLIMATE RESILIENCE

### Direct Service (5%)

- Assist with public awareness campaigns and programs
- Assist with and lead litter pick-ups, educational programs, and promotional materials creation and distribution about climate resiliency

### Capacity Building (5%)

- Update, improve, and create materials for programs centered on climate resiliency and assist in implementation of programs

## ESSENTIAL FUNCTIONS

Equipment / Software Used: Microsoft Office, Google Workspace, Constant Contact, social media platforms

Physical Demands: Moderate to strenuous demands on workdays

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.](#)