



## Conservation Horticulture Assistant

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at [claire@tinkerscreek.org](mailto:claire@tinkerscreek.org) or 330-963-6863 x5104. Applications preferred by August 1, 2024, but position is open until filled.

### About Us:

Northern Ohio Watershed Corps (NOWCorps) is a State and National AmeriCorps program, funded by AmeriCorps and ServeOhio, Ohio's Commission on Service and Volunteerism. *This is a paid service year position.* The NOWCorps program is sponsored by Tinker's Creek Watershed Partners (TCWP), a non-profit, 501(c)(3) watershed organization, whose mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. NOWCorps partners with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits who serve as host sites for our members. Through the host site, members facilitate outreach, education, capacity building, environmental stewardship, and stormwater management. NOWCorps position descriptions vary depending on the host site and service year focus and prospective members may apply to multiple NOWCorps positions at the same time.

Together with our partners, Holden Forests and Gardens recognizes the importance of maintaining water quality throughout Northern Ohio. We also believe in educating the public and regional leaders to support behavioral changes that positively affect our water resources.

### Host Site Information:

Holden Forests & Gardens is making a positive impact in the region through urban greening and forestry initiatives, environmental research, ex- and in-situ conservation, nature-based educational programs, and world-class visitor experiences. We envision a future in which all communities are transformed into vibrant places where trees, plants, and people thrive. Our mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities.

This position is part of our Research Department and is seasonally based at our David G. Leach Research Station campus (April through November) and Holden Arboretum campus (December through March). The station is the horticultural research outpost of Holden Forests and Gardens and has historically focused on developing improved rhododendrons and other landscape plants. A recent addition to the station's portfolio is a conservation horticulture program, especially for Ohio and United States native rhododendrons and azaleas and heirloom rhododendron varieties. The station is 30 acres in area and houses a world class collection of rhododendrons and other well-documented plants, ample field space for research by internal and external staff, and container areas and raised beds used for nursery production. Holden Arboretum contains about 3500 acres of natural areas and managed gardens maintained for the preservation of local biodiversity and ecosystems and to serve as a living museum. At the arboretum, our team is based in the Long Science Center which houses scientific laboratories and plant growth facilities to further our scientific and conservation programs.

**Basic Position Information:**

**Location:** David G. Leach Research Station<sup>1</sup> (April-November) and Holden Arboretum Long Science Center<sup>2</sup> (December-March)

<sup>1</sup>**1890 Hubbard Road, Madison, OH 44057**

<sup>2</sup>**9717 Mitchells Mill Rd, Mentor, OH 44060**

**Reports to:** *Rhododendron Collections Manager, Connor Ryan*

Member position begins October 8, 2024 and ends September 30, 2025. Mandatory orientation is scheduled October 8-11, 18, 2024, which will occur in person in Twinsburg, Ohio. This position is a **Full-time member** position and requires a minimum of 1700 hours of service over the service period. The member will receive a stipend of no more than \$22,000, and the stipend will be paid bimonthly.

Usual hours of service will be Monday-Friday during the hours of 7 am to 5 pm. The ability to serve flexible hours, including weekend days and some evenings, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities.

**Benefits:**

- Paid Orientation and training included.
- Programmatic and site-specific training. Content may include but is not limited to: First Aid, CPR, native species identification, hand and power tool training, volunteer engagement, and more.
- Federal Loan Deferment
- Full-time members eligible for health insurance.
- Full-time members may qualify for childcare assistance.
- May be eligible for education award of \$7,395.00.
- Additional training reimbursement stipend of \$125/quarter (\$500 total)
- Eligible mileage reimbursement
- Ample opportunity for professional development and networking
- Free attendance to the Ohio Stormwater Conference

*The member will not be an employee of Holden Forests and Gardens and is not entitled to any of the benefits or compensation Holden Forests and Gardens provides to its employees.*

**AmeriCorps Requirements:**

- Must have a GED or high school diploma.
- Must be 18 or older by October 8, 2024.
- Must successfully pass a comprehensive National Service Criminal History Check (NSCHC).
- Must be a US citizen, national, or lawful permanent resident.

### **Preferred Qualifications:**

- Possess a valid driver's license, be insured, and have own transportation.
- Have an interest or plan to pursue a career in horticulture, biology, natural resources, forestry, or a related field.
- Be self-motivated and able to work independently and on a team.
- Strong communication, organizational, and interpersonal skills.
- Demonstrate maturity and cultural competency.
- Desire to serve the local community.
- Interest in temperate woody plants.
- Creativity, resourcefulness, problem-solving, independent thinking, and curiosity.

### **Duties and Responsibilities of the AmeriCorps member:**

#### *General Member Responsibilities*

- Promote the Northern Ohio Watershed Corps through education and outreach activities.
- Enhance skills and knowledge applicable to position through participation in related workshops, conferences, and training.
- Plan, facilitate, and participate in group service projects for National Days of Service
- Attend all NOWCorps required meetings and trainings.
- Complete activity & data reports monthly, required timesheets weekly, and any other reporting in a timely manner.
- All other duties as assigned within the limitations of this member description.

#### *Host Site Responsibilities*

- Support the maintenance and development of our grounds and living plant collections.
- Work with supervisor to develop and complete independent projects focused on plant conservation, plant breeding, public outreach, or other related topics.
- Develop horticulture and laboratory skills to aid our operations and complete projects.
- Conduct literature research on plant breeding, conservation, horticulture, pests and diseases and/or other related projects.
- Contribute to the advancement of landscape plant breeding populations and selections through a mix of field work, experiments, and evaluations.
- Learn to utilize database and GIS systems including BG-Base, Microsoft Access, and ArcGIS with Field Maps.
- Learn to safely operate vehicles, equipment, and machinery including ATVs, riding and push lawnmowers, brush cutters, tractors, back-pack sprayers, and hand tools.
- Safely apply pesticides under direction of certified applicators.
- Work full days in the field under a variety of weather conditions, as well as full days indoors in the laboratory.
- Assist with routine equipment and facilities maintenance.

- Occasionally travel to other HF&G campuses and other partner organizations in NE Ohio to assist with special projects, events, and/or presentations.
- Assist with Research Department initiatives as needed.
- Contribute to the development of educational content for the HF&G website, virtual classes, and in-person workshops.
- Assist with programming for volunteers and the public including occasional leadership at volunteer or public events.
- Communicate to staff, volunteers, and the public about their work.

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

### ***Physical Requirements and Work Environment***

The physical requirements and work environment described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the following:

- Manual dexterity sufficient to operate telephones, computers, and other office equipment.
- Capacity to position self to bend, kneel, and lift (up to 50 lbs).
- Ability to stand for extended periods of time.
- Fluency in communicating in the English language, can convey information and listen.
- Ability to work under variable weather conditions sometimes on difficult and hazardous terrain and under physically demanding circumstances.
- Use of pesticides and laboratory chemicals (with proper training).
- Considerable physical exertion and muscular strain.
- Manual dexterity to operate ATV's, brush cutters, backpack sprayers, riding and push lawnmowers, and other tools and equipment.
- Ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone.
- Ability to use computers and other technology for daily job duties.
- Adequate close and far vision, depth perception, and the ability to adjust focus.

**Additional information:** Holden Forests and Gardens is accessible to individuals with disabilities. Holden Forests and Gardens, Tinker's Creek Watershed Partners, and the Northern Ohio Watershed Corps will adhere to all regulations concerning nondiscrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation, sexual orientation, gender, gender identity and expression, marital or parental status, genetic information, military service, and religion.

The below signed recognize this as the Member Position Description and that the Member is to perform the duties detailed above during their Member Service Year. The below signed recognize that activities outside of the scope of this description require prior written approval by all the below signed prior to execution of those activities.

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NOWCorps Member Signature

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Host Site Supervisor Signature

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NOWCorps Staff Signature