



NOWCorps HF&G Education Specialist

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at 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 & Gardens (HF&G)** 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: **The Holden Arboretum- 9550 Sperry Rd, Kirtland, OH 44094**

This position is primarily based at our Holden Arboretum Campus in our Education Department. The Holden Arboretum owns over 3,500 acres. Of that, approximately 3,100 acres are natural areas. Our goal is to educate Holden's visitors and the public about the importance of plants and their roles in creating a healthier and more beautiful environment for all of us.

Location: **Holden Arboretum, Cooper Building, 9534 Sperry Rd, Kirtland, OH 44094**

Reports to: **Family & Youth Engagement Educator, Dana Lettl**

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 Wednesday-Sunday during the hours of 8:00am-5:00pm. 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 HF&G and is not entitled to any of the benefits or compensation HF&G 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 biology, education, environmental science/education, museum studies, forestry, horticulture, or related fields,
- 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,
- Experience working with people of all ages in an education capacity preferred.
- Some working knowledge or experience delivering educational activities to children and families.
- Ability to serve flexible hours, including some evening and weekends is needed.

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

- Assist with maintenance of Buckeye Bud's Adventure Woods natural play area, including grounds, structures, and displays.
- Design and deliver educational youth & family programming for Buckeye Bud's on weekends.
- Design interpretive handouts and materials for guest use at Buckeye Bud's with guidance and support from staff.
- Assist with educational programs in support of HF&G special events and exhibits as needed with guidance and support from Family & Youth Engagement Educator
- Assist with preparation for summer camps and children's party hikes.
- Deliver children's party hikes on weekends as needed.
- Assist with the delivery of academic programs as needed including both onsite field trips and off-site programs.
- Facilitate instructor-led classes and hikes at Holden Arboretum, helping guests find the right location and supporting instructor needs, as needed.
- Creation and/or editing of educational content/ lessons for programming.
- Communicate to staff, volunteers, and the public about their work.
- Safe operating of vehicles, equipment, and machinery: including golf carts and trams
- Assist with other Education Department initiatives.
- Occasional travel to Cleveland Botanical Gardens and other locations in NE Ohio to assist with special projects, events, and/or presentations.
- Engage in special projects with other NOWCorps members hosted at HF&G.

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:

- Stand and sit for extended periods of time.

- Perform tasks in all weather conditions; temperatures may range from 15-100°F Working primarily outdoors where temperature extremes exist.
- Effective vision and hearing
- Hand and arm dexterity
- Walk and work on wet, uneven, slippery, or rocky terrain.
- Ability to ascend and descend stairs.
- Kneel, bend, stoop, grab, and reach.

Additional information: Holden Forests & Gardens' office is accessible to individuals with disabilities. Holden Forests & 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.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature