



NOWCorps Woodland Conservation and Biomes Assistant

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 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, nature-based educational programs, and world-class visitor experiences at its two campuses— [the Holden Arboretum](#) and [Cleveland Botanical Garden](#) . 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 Horticulture Department and is based at our Cleveland Botanical Garden campus. The centerpiece is The Eleanor Armstrong Smith Glasshouse, a 17,000 square foot conservatory, home to plant and animal life from two separate biomes, the spiny desert of Madagascar and the cloud forest of Costa Rica. They feature over 350 species of plants and 50 species of animals, including hundreds of butterflies.

There are also 10 acres of gardens, including the award-winning Hershey Children's Garden (the first children's garden in Ohio), the Elizabeth and Nona Evans Restorative, the David and Paula Swetland Topiary Garden, the Western Reserve Herb Society Garden, the Japanese Garden, the Sears-Swetland Rose Garden, the Ohio Woodland, the C.K. "Pat" Patrick Perennial Border, and the public Campsey-Stauffer Gateway Garden. The position will be focused on the care and cultivation of our Woodland Garden in which a tributary to Doan Brook runs through the axis of the space.

Basic Position Information:

Location: Cleveland Botanical Garden, 11030 East Boulevard, Cleveland, Ohio 44106

Reports to: Senior Horticulturist, Sadie Smith and Woodland Garden Horticulturist, David Criste

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 7am-3:30pm. 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 & Gardens and is not entitled to any of the benefits or compensation Holden Forests & 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.
- 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.
- Working in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances
- Considerable physical exertion and/or muscular strain
- Lifting and carrying 40lb backpack sprayers
- Working with pesticides and other hazardous chemicals
- Manual dexterity to operate computers, utility vehicles, brush cutters, backpack and pump sprayers, pruning equipment, 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.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Members will be provided training in the safe use of tools, equipment, and materials and will be given Personal Protective Equipment to minimize risks to extremes in health, safety hazards, and/or hazardous materials. This person must have the ability to travel as required to work with Host Site staff/board, volunteers, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities, and project meetings.

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.

Holden Forests and Gardens Responsibilities

- Support the maintenance and development of our grounds and living plant collections, focusing on our Woodland Garden, Biomes, and on-site working greenhouse.

- Assist in overseeing the care and cultivation of plant material found within the confines of our Woodland Garden, with a focus on the riparian edge of a tributary to Doan Brook, which runs through the center axis of the space.
- Explore the feasibility of stream restoration of the Doan Brook tributary and begin the restoration process if deemed appropriate.
- Research historical trail closure within the Woodland Garden, suggest new trails and /or resurrect trails by clearing vegetation and reestablishing defined paths.
- Research the feasibility of opening access points to the creek; determining what these would look like and establishing them with clear boundaries.
- Focus on creek health by removing leaves and debris; invasive species (ex: English ivy) removal along the riparian edges.
- Work with supervisor to enhance guest interpretation in the Woodland Garden via new signage to continuously tie our message of conservation into our deliverable messages.
- Oversee the care and cultivation of plant material house in the Costa Rica and Madagascar biomes, both which are part of a broader conservation message for the preservation of rare and/or endangered species.
- Work with supervisor to enhance guest interpretation in the aforesaid biomes by increasing signage, Creature Features, and our Biome Ambassador Program to continuously tie our message of conservation into our deliverable messages.
- Continue to research and expand the rearing of biological beneficial insects onsite for release in the biomes as part of an effort to reduce pesticide usage and embrace Integrated Pest Management (IPM) principals while reducing the carbon emissions of shipping in beneficial insects.
- Continue to research and manage an inhouse/in-biome composting program to reduce the amount of biodegradable waste leaving the facility. Said practice would reduce electrical emissions by running USDA containment freezers less, reducing plastic garbage bag use, and eliminating need to truck in compost used to mulch the biomes annually.
- Learn to safely operate vehicles, equipment, and machinery including utility vehicles, trucks, riding and push lawnmowers, brush cutters, tractors, back-pack sprayers, pruning equipment, and hand tools.
- Safely apply pesticides under direction of certified applicators.
- Work full days in various extreme weather conditions, as well as full days indoors in hot and humid conservatories.
- Assist with routine equipment and facilities maintenance.
- Occasional travel to other HF&G campuses and other partner organizations in NE Ohio to assist with special projects, events, and/or presentations.
- Assist with Curation Department initiatives as needed.

- Develop and add to skills and capabilities through inhouse and external training.
- 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:

- Working in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances
- Considerable physical exertion and/or muscular strain
- Lifting and carrying 40lb backpack sprayers
- Working with pesticides and other hazardous chemicals
- Manual dexterity to operate computers, utility vehicles, brush cutters, backpack and pump sprayers, pruning equipment, and other tools and equipment.
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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.

NOWCorps Member Signature

Sadie Smith

Host Site Supervisor Signature

NOWCorps Staff Signature