



NOWCorps Working Woods Non-Timber Forest Product 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:

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 primarily based at our Holden Arboretum Campus in our Conservation and Community Forestry Department. The Holden Arboretum owns over 3,500 acres. Of that, approximately 3,100 acres are natural areas. Our goal is to manage Holden's natural areas for the purpose of sustaining or increasing current levels of native biodiversity, with an emphasis on plants.

Basic Position Information:

Location: *Holden Forests and Gardens, The Holden Arboretum: 9500 Sperry Road, Kirtland, OH 44202*

Reports to: *Woodland Community Forester, Jessica Miller Mecaskey*

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 8:00-4:30. 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 biology, natural resources, environmental education, forestry, horticulture, agriculture, sustainable community development or 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.

- Some working knowledge or experience performing land management tasks, identifying native and invasive plants, and communication/written skills preferred.

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 all aspects of the Working Woods demonstration forest project with a particular emphasis on Non-Timber Forest Products (NTFPs) and Agroforestry.
- Develop NTFP demonstrations to a greater potential with the assistance of the Community Forester (i.e. develop plans for the use of end-products; assist with ongoing planting trials and monitoring; assist with the researching and writing of technical bulletins, etc.).
- Maintain mushroom logs (including inoculation, monitoring/soaking, stacking, harvesting, and processing).
- Map wild and planted edible and medicinal plants and develop maintenance and harvest calendars.
- Work with other NOWCorps members, horticulture and education staff to improve basic interpretation for NTFP demonstrations.
- Plant, care for, and monitor edible/medicinal herbs, trees, and shrubs in Working Woods.
- Engage in special projects with other NOWCorps members hosted at HF&G such as trail maintenance and gardens and collections maintenance.
- Help collect seed and propagate and maintain native edible/medicinal plants in our greenhouse.
- Perform ecological restoration activities including control of invasive species through chemical and mechanical applications and planting native plants.
- Assist with accurate record keeping and reporting of management efforts and time.
- Creation and/or editing of educational content for the HF&G website, virtual classes, and in-person workshops.
- Assistance 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.
- Safe operating of vehicles, equipment, and machinery: including ATV's, brush cutters, backpack sprayer, and hand tools.
- Assist with Community Forestry and Conservation initiatives (including but not limited to Tree Care program assistance, tree planting, and volunteer assistance) as needed.

- Occasional travel to Cleveland Botanical Gardens and other partner organizations in NE Ohio to assist with special projects, events, and/or presentations
- Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

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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.
- Capacity to traverse uneven surfaces and hike at least 2 miles continuously.
- Fluency in communicating in the English language, can convey information and listen.
- capacity to utilize close vision, depth perception, and adjust focus.
- Willingness to use pesticides once trained.

Additional information: HF&G is accessible to individuals with disabilities. **HF&G**, 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