

MEMBER POSITION DESCRIPTION



AmeriCorp Environmental Educator/Naturalist

Member Name: Cass County Conservation

Start & End Dates: April 1, 2024- October 31, 2024

Program Name: Cass County Conservation Environmental Educator/Naturalist

Member Term: **1- 900 Hour**
AmeriCorps Member

Service Location: Lewis, IA

Living Allowance: \$9,200 per program year

The mission of AmeriCorps 4-H is:

To offer support and training throughout Iowa to actively engage communities in empowering youth to reach their full potential through youth-adult partnerships and research-based experiences. Members provide structured before and after school programming, develop curriculum and manage youth summer camp experiences, deliver 4-H and youth curriculum to new audiences, expand service-learning experiences for youth programs, and recruit and manage volunteers to create a sustainable youth program in the community in which they serve:

The [Cass County Conservation Board](#) located in Southwest Iowa, and is dedicated to wildlife habitat development, management and preservation. These goals are reached by purchasing land for wildlife, by improving habitat quality and by providing educational programs for the citizens of the county. Residents of Cass County are fortunate to have an abundance of natural resources available for their use and enjoyment. People can enjoy the abundant wildlife and beautiful wildflowers that can be found during a walk through one of the county conservation areas. The Conservation Board currently has 14 areas. These areas provide county residents with a diversity of outdoor activities including; camping, picnicking, swimming, fossil digging, fishing, hunting, and nature study. The Environmental education department's mission is to increase the public's knowledge and awareness about the environment and associated challenges. To also foster attitude, motivations, and commitments to make informed decisions and take responsible action. Our goal is to reach 60% of the Cass County Population, which is 8,374 people seen by the Environmental Education department. We have one full-time Interpretive Naturalist on our staff. Our major programs for the Environmental Education department are: 5th grade Conservation Day with county schools, Hitchcock Festival (4th grade), Breakfast with the Birds, Winter Day and Summer Camps (K-8th grade), Soiree with the Swans, Great Backyard Bird Count, Lighted Halloween Campground/Halloween Hike, Wildflower Hike, Campground Programs. This Americorp position would not only help continue to reach our goal, but also expand our programming.

Description of anticipated service schedule:

- The member will serve a minimum of 40 hours a week.
- Service hours will increase during the summer, higher program need. (ex. County fair, etc)
- Service hours may lower during spring and fall programs need. (ex. Spring when member is taking finals)
- Service days will generally be Monday – Friday with scheduled weekend programs in advance.
- Service hours will generally be 8- 4:30.
- The member’s midpoint is June 15, at this point, the member should have served at least 450 hours.
- If at any time, AmeriCorps 4-H program staff sees that the Member is behind on service hours, the member may be put on a corrective action plan to ensure service hours are being met.
- A 10% buffer of time is encouraged, to account for sick time, inclement weather, etc.

If any of these needs change, please request an amendment to the MSA from AmeriCorps 4-H Staff.

- Sick or personal leave, and holidays is allowed, but such time off does not count towards the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.
- Members cannot serve on the following Federal Holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, and the 4th of July.

Program - Related Service Activities (if applicable):

- Conduct educational programs to interpret flora, fauna, habitats and other components of the Conservation Board’s parks.
- Create and/or assist with presenting out of school programs, including summer library programs that develop a strong passion for exploring nature.
- Enhance curriculum on STEM based experiences and principles to better provide field trip opportunities to the K-12 students of Cass County. Also assist with these field trip opportunities.
- Enhance curriculum on STEM based experiences and principles to supplement existing summer camps. Also assist with these summer camp opportunities.
- Develop pre and post activities for teachers to conduct in the classroom to build on the environmental education field trips.
- Plan and present programs to develop an encourage outdoor recreation including hiking, biking, canoeing/ kayaking, fishing, bird watching, etc.
- Assist in designing informational kiosks and brochures, produce quarterly newsletters, and engage community members via print materials and other medias at discretion of the site supervisor.

Position/Site Specific Member Service Activities (if applicable):

- Enhance the CCCB Master Interpretive plan for our parks including theme creation, signage development, and creating habitat goals and objectives.

- Help design and implement the Cass County Conservation summer camps for children ages 3-17 years old.
- Lead volunteer groups throughout county parks, and recreation areas to perform stewardship and service projects including trail work, habitat restoration, invasive species removal, etc. At the direction of the AmeriCorp Site Supervisor.
- Volunteers recruited and/or managed by AmeriCorps members will not participate in prohibited activities as outlined in the approved grant.
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.
- Hands on learning experiences with other organizations and government entities like the Iowa Department of Natural Resources.
- Water recreation experience, certification opportunities, interpretive tour guide training at the Hitchcock House and equipment training as needed, interviewing skills and resume building workshops.
- Additional training opportunities may be available in the following topic areas: wildlife habitat management, wildlife population management, land use management, and campground/office management.
- **Incorporate and implement service-learning events for youth participants or other outreach on MLK Day of Service, Global Youth Service Day, and one other National Day of Service selected by the member.**
- **Required attendance at AmeriCorps 4-H Life After AmeriCorps (time TBD)**

Note: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Desired Skills/Qualifications: Prefer bachelor's degree or be working towards a degree in any of the following areas: Biology, Environmental Science, Ecology, Interpretation, Animal Ecology, Forestry or any other related field. Desire to work with children and the public, excellent communication skills, computer literate, and public speaking is a must. Possession of a valid State of Iowa driver's license required. Member must agree to and follow Iowa State University/Iowa AmeriCorp 4-H Program and host site disciplinary procedures regarding member(s) conduct.

Eligibility Criteria:

- Certify that they have or will obtain the diploma/GED
- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check prior to the first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

Benefits:

- Education Award received upon successful completion of their term of service.
- Living Allowance
- Health care, if applicable

- Childcare coverage if the member qualifies
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:

- Member Performance Evaluation requirements during the term, if applicable
- Timely submission of member timesheets (due 7th and 22nd of each month- timesheets that are late may incur a corrective action plan)
- Timely submission of progress reports and end-of-term evaluation in America Learns
- Required On3Learn training (due within the first two weeks of service): **AmeriCorps 101** (for new members only, returning members do not need to repeat this course), **AmeriCorps Prohibited, Unallowable, Allowable Activities for Members** (required once a year for all members)
- Completed Professional Development Plan in America Learns (due within first two weeks of service)
- Meet with AmeriCorps 4-H program staff for onboarding and re-occurring check-ins as scheduled.

Deadline: Monday March 4, 2024

To Apply: Resumes and cover letters can be directed towards Lora Kanning, Cass County Conservation Naturalist. Preferred method emailing: lkanning@casscoia.us If you have any questions call the Cass County Conservation Board Office at 712.769.2372.

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