

## ECO AmeriCorps Host Site Application 2022-'23

Since 2015, ECO has enjoyed working with an inspiring list of conservation partners in providing environmental leaders a paid opportunity to serve Vermont communities. ECO AmeriCorps values all voices and identities in the conservation space. We seek to uplift and engage diversity, equity and inclusion commitments in service and in our state. Thank you for your interest in joining us!

For more information on host site application supporting documents:

<https://dec.vermont.gov/administration-innovation/eco/current-host-organizations>

Contact:

[dustin.bowman@vermont.gov](mailto:dustin.bowman@vermont.gov)

802-461-5222

ECO AmeriCorps Living Stipend:

\$21,335 (full-time members)

\$11,295 (half-time members)

Host Site cost based on # of full-time employees:

Full-Time (1,700 hours over 11 months)

0-3 \$7,500

3-10 \$8,400

>10 \$9,800

Half-Time (900 hours over 6 months)

\$4,900 regardless of size

Quarter-Time (450 hours over 3 months)

\$2,450 regardless of size

### Service Site Responsibilities

- Provide host site match based on organizational size
- Participate in ECO member recruitment, confirm member selection, arrange site training, member supervision and support throughout term of service, other forms and documentation as required by AmeriCorps, reviews bi-weekly member timesheets, mileage reimbursement for service-related travel.
- Supervisor must attend AmeriCorps supervisor orientation (or make special arrangements).
- Applicants must submit a Certificate of Insurance, indicating that the entity or entities have met the insurance requirements listed in Attachment C (see risk assessment document).

## Full-Time Member Benefits\*

Living Stipend: \$21,335 Education Award: \$6,495

Other Benefits: Professional development training, networking opportunities, health care, child care assistance, program support, mileage/meals reimbursement for ECO AmeriCorps-related travel.

\*Benefits for half-time and part-time members are prorated.

VT-DEC administers the member's living stipend, health care benefits, child care benefits, timesheets, activity reports, and other AmeriCorps and employee-related benefits and documentation.

## Organization Name \*

Addison County Regional Planning Commission

## Organization Address \*

14 Seminary Street Middlebury, VT 05753

## Supervisor Name and Title \*

Adam Lougee, Executive Director

## Email \*

alougee@acrpc.org

## Phone number \*

8023883141

Which hosting category are you applying to? Note: ECO prefers full-time members for the vast majority of our program opportunities. Please contact Coordinator [dustin.bowman@vermont.gov](mailto:dustin.bowman@vermont.gov) with questions. \*

- Full-Time (September-August)
- Half-Time (flexible)
- Quarter-Time (May-August)

How many ECO Service Members are you applying to host? \*Note\* The program looks to disperse capacity builders geographically and by experience. Consideration will be given to those that can demonstrate unique need. \*

- 1
- 2

Host Site Contribution Method \*

- Lump Sum
- Quarterly, \*program preference is for one-time payment (reach out with questions)

Please provide a brief description of your role at your organization. \*

I am the Executive Director of the Addison County Regional Planning Commission. As such, I am responsible for programming, budgeting, and overseeing staff.

What is the title of the position you are requesting? \*

Water Quality Planner

Describe your proposed service position. Please outline the role. \*

Water Quality Planner will be responsible for:

- 1) Assisting ACRPC in establishing the Clean Water Service Provider role;
  - 2) Grant writing to assist Towns identify projects and take advantage of available funding; and
  - 3) Outreach, education, and training on practices to improve water quality, land conservation, and health equity.
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What are the essential functions that the applicant must be able to perform? These may be listed in bullet form. \*

- 1) Support ACRPC, in its role as a Clean Water Service Provider, with the review of water quality projects and development of CWSP infrastructure. Provide support with appropriate water quality project identification and outreach.
  - 2) Write grants and supervise project design for various municipal storm water (or other water-related) projects in various stages (preliminary design, final design, and implementation phases). This task may involve field service, specifically with assessing sites, but will mainly require writing, coordination, organization, and administering service activities.
  - 3) Assist the Addison County River Watch Collaborative with current projects and provide capacity and organizational support in a variety of ways, which can include, but are not limited to:
    - Organizing efforts to obtain written landowner permission at various sampling sites;
    - Coordinating sampling activities for one of the next focus rivers; and
    - Updating the River Watch website
    - Grant Writing
    - Data analysis
  - 4) Support ACRPC in delivering health equity guidance to municipalities in planning for greater access to outdoor recreation, active transportation, and healthy food.
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What are the secondary functions? These are projects or tasks that may be accomplished as time allows or applicant's interests evolve. \*

The following list details projects ACRPC would be interested in having an ECO AmeriCorps member implement during their service term. Follow through on each of these projects will be dependent on the Member's technical skills and interests in addition to the present needs of the Commission.

1) Update road erosion inventories and culvert inventories on Fulcrum and VT-Culverts database to include size and angle of approach for each of the culverts in the region as a way of evaluating their efficacy during a bank-full flood event. Both inventories will involve field service, specifically in locating and assessing the culverts. This project may also include the development of materials to instruct future Members on how to conduct culvert assessments and update applicable databases. If possible, evaluate culvert efficacy through modeling tools, to determine which ones are in need of replacement.

2) Organize/coordinate an annual Conservation Commissions/River Conservancy/Nature Conservancy meeting based on watershed rather than Town boundaries to enable greater unification and collaboration on organizational projects and treatment of waters in entire watersheds. Addison County watersheds to coordinate conservation efforts include: Lemon Fair, New Haven River, Otter Creek, Dead Creek, Little Otter Creek, Middlebury River, Lewis Creek, and Lake Champlain-Direct. The Member likely could coordinate annual meetings for 1-2 watersheds.

3) Perform outreach for and collaborate with Pollinator Pathways of Addison County to increase pollinator biodiversity and reduce runoff from residential lands.

What are the desired qualification for this position? \*

ACRPC hires based on personality first. We want a candidate with a passion for water quality, good interpersonal, writing and computer skills and who functions well in a small team environment. The Candidate must possess a bachelor's degree in planning or a related field with a strong ability to think independently and to use and understand plans, maps and statistics. The candidate should be able to coordinate interest groups, possess a familiarity with water quality rules, farming practices, and local and regional planning. Proficiency with GIS systems, basic data analysis, and grant writing abilities are also desired.

Will the member have access to "vulnerable populations"? This includes youth, elderly and individuals with disabilities. \*

Yes

No

What initiatives does your organization take to support diversity, equity, inclusion, and environmental justice and how will the ECO member be included or supported in this work? \*

As is stated in our Mission, ACRPC is committed to "improve and sustain healthy, prosperous, and beautiful communities" for all residents of our region. We believe environmental safety, diversity, equity, and inclusion are imperative building blocks of a healthy community and act to support our communities in planning for a more equitable future. ACRPC supports diversity, equity, inclusion, and environmental justice by facilitating educational opportunities, programs and initiatives in this space throughout the county. ACRPC also ensures that any community interested in implementing one of the many programs available through our office, has the access and means to do so.

We believe that the most valuable step our office can take to support equity, inclusion, and justice is to encourage greater diversity in our planning commission members. Our office serves the needs and at the direction of the planning commission, which in turn is made up of representatives from each town in the region. While we have previously chosen to leave representative recruitment to each community, we have found that the result is a decision-making body with little diversity of experience. This creates a gap in representation and awareness, as well as a risk to our office as we find there are few volunteers willing or able to replace members as they leave. Therefore, it is a priority of our office to expand our outreach efforts to a greater audience with the purpose of increasing awareness of our programs and volunteer opportunities to serve on our planning commission.

Please provide information that provides a compelling need for the proposed position (data, statistics, resources, etc.) \*

ACRPC has seen a significant increase in interest and funding for work in the areas of water quality, land use, public health and energy efficiency. All of these aspects of our work present opportunities to engage the ECO member in valuable conservation and water quality efforts. For example, ACRPC has been selected as a clean water service provider for the Otter Creek basin. ACRPC is therefore required to identify, fund, and implement water quality projects throughout the region. We do not have sufficient staff capacity to complete the necessary research and preliminary work for this role and the addition of a service member will expand the number of projects we are able to complete.

Describe the supervisor's leadership experience. Will they have adequate time to manage and mentor an ECO AmeriCorps member? \*

As the Executive Director of the ACRPC, I am well prepared to manage an ECO member. While I will be the supervisor and main point of contact for the ECO member, the member will also receive projects and guidance from the rest of ACRPC staff as well as the Addison County River Watch Collaborative executive director. In this way, the member will gain a diverse set of experiences and perspectives throughout their service balanced with the consistent support and guidance that I can provide.

Describe how your organization has adapted to COVID-19. What communication strategies and tools have you implemented? i.e. teleservice, remote service, etc. \*

Our office has adapted to COVID-19 by implementing a part-time remote option for staff. Members are expected to identify an average of 2-3 days during which they will be available in the office. Each staff member shares this information during weekly staff meetings and the schedule is posted on the shared calendar.

Describe networking opportunities that will be available to your service member. \*

The member in this position is highly encouraged to leverage their position to expand their network. The Addison County Regional Planning Commission serves 21 municipalities, supports the state in enacting programs, and interacts with several environmentally focused organizations. The member will have the opportunity to serve in many capacities and with a variety of local and state-wide groups.

Is there someone in your organization's network that might be interested in mentoring your ECO service member? \*Note, 1-2 hours per month, not required

- Yes
- No
- Maybe

Does your organization currently host or plan to host an AmeriCorps member from another program? If yes, briefly describe the duties of this other position. \*

No

Please list any clothing/equipment the member will need that you cannot provide (e.g., hiking boots, waders, raingear, etc.). Is a reliable vehicle expected? As the host site, you are responsible for providing all tools and technical equipment needed for the position (e.g., computer, phone, GPS, etc.). \*

The member is expected to maintain a professional appearance while in the office and will require shoes for walking or hiking, rain gear, and sunblock for outdoor activities. This clothing will not be provided by the ACRPC. ACRPC will provide the necessary technical equipment required, including computers, tablets, etc.

Are you willing to search with program staff over the summer to help your ECO member secure affordable and safe housing?

- Yes
- No
- Maybe

## Performance Measures

Provide approximate impact numbers (e.g. miles of rivers treated) in each focus area. Refer to the 2021-2022 Performance Goals document for an explanation on each focus area.

Document can be found here: <https://dec.vermont.gov/administration-innovation/eco/current-host-organizations/prospectivehostsites>

Water Quality and Trail Improvement - Please project Impact Numbers on miles of river/stream/trail treated and/or improved. \*

As both the coordinator for the Addison County River Watch Collaborative and support for the Clean Water Service Provider, the member will improve water quality throughout the region and the Otter Creek Basin respectively. Through this service, we might expect the member to contribute to 0.5 miles of stream monitored and improved.

Land Conservation and Remediation - Please project impact numbers on acres of public parks or other public, publicly managed or tribal lands improved. \*

Through the Health Equity grant mentioned above, the member may support the planning and development of improved town forest management or public bicycle/ pedestrian infrastructure in one town.

Community Engagement Outreach and Education - Please project number of individuals receiving environmental stewardship education or training. \*

The member will support the Addison County River Watch Collaborative in educating about 30 volunteer water quality samplers.

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