

## 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 \*

Vermont Department of Environmental Conservation Lakes & Ponds Program

## Organization Address \*

1 National Life Drive, Davis 3

## Supervisor Name and Title \*

Kimberly Jensen

## Email \*

kimberly.jensen@vermont.gov

## Phone number \*

(802) 490-6120

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. \*

My role within the VTDEC Lakes & Ponds Program is to oversee and administer the state-wide Aquatic Invasive Species Program and the funding mechanisms in the form of grants and contracts that support the program, staff, contractors, and the statewide network of constituents. The main components of the program include education and outreach, spread prevention programs, surveys and research, and management control projects associated with aquatic invasive species threats and known populations. The main elements of these components are the Aquatic Nuisance Control Grant-in-Aid Program, the Vermont Public Access Greeter Program, and the Lake Champlain Water Chestnut Program.

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

Planning and Outreach Assistant

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

The Planning and Outreach Assistant service member will provide general support for the various elements of the Aquatic Invasive Species (AIS) Program that includes the grant coordination and administration, spread prevention programs, and species management and control operations. The member will assist in the development of a variety of technological tools to improve the planning of aquatic invasive species (AIS) management practices and spread prevention programs throughout the State of Vermont and improve the effectiveness of the communication for a wide variety of constituents to address the need for gathering, compiling, and sharing data, geospatial information, and effective strategies to protect lakes and ponds from AIS infestations.

What are the essential functions that the applicant must be able to perform? These may be listed in bullet form. \*

- Perform GIS mapping and data analysis of Aquatic Invasive Species Program projects, including the VT Public Access Greeter Program, Water Chestnut Management Program, Aquatic Macrophyte Surveys, and other Lakes & Ponds Monitoring Programs.
- Develop educational and outreach materials and guides to increase the understanding of preventing and managing AIS infestations by the program's constituents and the general public.

What are the secondary functions? These are projects or tasks that may be accomplished as time allows or applicant's interests evolve. \*

- Participate in the social media working group for the Department of Environmental Conservation and develop and publish content for DEC's various social media channels
- Support other ongoing lake monitoring and assessment efforts of the DEC Lakes and Ponds Program on a demand driven basis

What are the desired qualification for this position? \*

- Job duties require knowledge equivalent to completion of a Bachelor's Degree in Natural Resources, Forestry, Agriculture, or a related field. Advanced degree in Resource Management, Environmental Science, Regional Planning, or a related field is desired. Another combination of education and experience providing comparable knowledge and skills may be acceptable.
- Facility with GIS maps and mapping, and ability to read and understand grant agreements and scientific publications. Strong spatial, reading, and technical writing skills.
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines.
- Excellent interpersonal and communication skills. Ability to communicate with different personalities.
- Familiarity with operating and trailering motorboats and watercraft.

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? \*

VTDEC follows the policies as outlined by ANR's Environmental Justice Program. The AIS program interacts with youth crews whose members prefer inclusivity based on gender or underserved social backgrounds. We also interact with retired volunteers on a variety of technological trainings.

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

The Aquatic Invasive Species Program staff's responsibilities are many and varied. These responsibilities change throughout the year as the spring, summer, and fall are comprised of a short and busy field season with a number of technicians, followed by an extremely dense administrative operation that incorporates grants, contracts, and contractors. The off-season also includes a huge investment in data collection, analysis, and reporting. Often, important stand-alone projects that the program may benefit from to improve the operations, or to increase the public knowledge, are not initiated or are not completed. Having a dedicated Service Member to complete specific projects will fulfill this need, to complete essential projects that help with the programs capacity that is long overdue.

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

The Supervisor and the Lakes & Ponds Program staff have hosted and mentored a number of ECO members and other program interns in the past. Duties are varied and the responsibilities for the service member can be identified based on their skills, experience, and/or interests. Seasonal technicians also assist in leading/teaching members who often share a multitude of skills and knowledge that members may benefit from.

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

COVID-19 has allowed staff and members the ability to complete work remotely at home offices. In doing so, the program has provided a laptop, screen, and computer programs that will enable to work to be successfully accomplished. Team meetings are held every week to communicate the completion of tasks and next tasks moving forward. During the field season, staff and members are expected to safely clean and maintain shared equipment and supplies. Staff are expected to stay home if not feeling well or sick.

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

Members can interact/network with a variety of other L&P or VTDEC Programs, i.e., Lakewise Trainings, Rivers & Road Training, etc. based on what they may be interested in. The AIS Program does often interact with other state or regional partners on a variety of issues or projects that arise based on emerging issues.

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. \*

We are currently hosting a 2021 ECO AmeriCorps member.

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.). \*

Mud boots, hiking boots, rain gear, and appropriate outdoor clothing for all types of weather conditions. A reliable vehicle is not expected as there may be ample car pool, or busing options.

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. \*

In total, approximately 5,000 acres are surveyed and monitored annually through the through the Water Chestnut Operations that the service member would assist with. Historically, approximately 1,000 acres of sites are monitored and harvested through hand harvesting operations. Three-hundred acres are monitored and harvested through mechanical operations. The service member may also assist with education and outreach for approximately 100 individuals through the Vermont Invasive Patrol Program workshops, and co-leading Vermont Youth Conservation Corps crews.

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

The program does no work on land conservation or remediation.

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

The service member may also assist with education and outreach for approximately 100 individuals through the Vermont Invasive Patrol Program workshops, and co-leading Vermont Youth Conservation Corps crews.

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