

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

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 *

NorthWoods Stewardship Center

Organization Address *

Po Box 220

Supervisor Name and Title *

Dusty May

Email *

dusty@northwoodscenter.org

Phone number *

8027236551 x304

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 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. *

Conservation Corps Director- Over sees all aspects of NorthWoods Conservation Corps including the supervision of all seasonal staff and Project planning and implementation. Develop and track department budgets. Strategically plan for department and organizational improvements and changes. Recruit, hire, train, and field department employees (and select AmeriCorps members). Write and execute grants to fund on-mission projects. Attend and participate in trainings, workshops, work group meetings, and conferences.

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

Assistant Field Coordinator

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

The Assistant Field Coordinator will participate in a professional and hands-on service to northern communities through environmental education, community outreach and conservation service. The AmeriCorps member will engage local youth and communities to provide career and conservation skill training to seasonal NorthWoods Conservation Corps members and leaders (these are not AmeriCorps members); cooperate with local and regional partners to identify and complete priority conservation and community service projects; and increase capacity for education, recreation and service opportunities at NorthWoods, on our 1500-acre 'Outdoor Classroom' and in local communities.

They will assist the NorthWoods Conservation Corps in preparations of upcoming programs and projects, implementation of conservation practices and projects assist and collaborate with NorthWoods Outdoor Education program to develop and implement Educational programming for local youth. Participate and implement outreach and educational events held at NorthWoods. This position will then transition in the summer to oversee a 4-5 member Conservation Service Youth Crew over the course of a 7-week field season. The Team Leader will oversee the Conservation Service Crew in the completion of priority community service and river, trail and wildlife management projects.

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

The AmeriCorps member must demonstrate maturity, motivation and commitment to the local environment. Ability to work under physically challenging conditions is essential. The position may include service commitments related to the overall success of the NorthWoods Conservation Corps as well as efforts specifically related to his/her Conservation Service Youth Crew including outreach, recruitment, and supporting other NorthWoods programming. Member will lead a crew of high school age individuals (ages 14-18) in conservation projects on locations throughout Vermont. Member will be responsible for inspiring and motivating YCC crew members while completing priority conservation projects in the field. Projects vary each year, but generally include trail maintenance and construction, addressing water quality issues, removing invasive species, and improving wildlife habitat.

Prior to the season, will have the opportunity to gain the skills necessary to confidently lead a crew at the NorthWoods Collaborative training. They will have the opportunity to refine their leadership skills, engage in crew dynamics, gain hands-on trail work experience, and meet the rest of the NorthWoods leadership team. In addition, they will receive specific, on-site training throughout the season. At the end of the season, all leaders will walk away as greater stewards of the natural environment.

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

Event planning and coordination
Project planning and implementation
Grant applications
Outdoor Education Support
Professional Networking and experience
Educational Opportunities

What are the desired qualification for this position? *

- Commitment to protecting and improving the quality of the environment for human and natural communities
- Previous experience in trail building/maintenance conservation practices preferred
- Strong interest in natural resource conservation, management, and education
- Experiencing managing groups and demonstrated leadership skills
- Demonstrated commitment to fostering inclusive environments aligning with NorthWoods – Justice, Equality, Diversity, Inclusion values
- The ability to work responsibly and cooperatively as a member of a team
- An ability to thrive and demonstrate competence with communication and administrative duties
- Strong interpersonal skills and experience in professional relationship building
- Have a passion for working with a team to make a positive environmental impact.
- Possess a clean, valid, state-issued driver's license
- Previous conservation corps experience preferred but not required
- Experience in best practices for field safety and a general understanding of Leave No Trace principles
- Capable of performing some strenuous physical labor under varied weather conditions
- Wilderness First Aid and CPR training or equivalent must be obtained by Crew Season (financial assistance and opportunities may be available)
- Chainsaw, ax, and/or crosscut saw experience preferred (opportunities for training will be available)
- Commitment to protecting and improving the quality of the environment for human and natural communities
- must be 19 or older

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? *

We have a hybrid staff and board Justice, Equity, Diversity, and Inclusion committee that meets monthly to discuss JEDI topics as they related to our organization and how we can meet our goals using organization wide trainings, open discussions, and updates to organizational policies to make successful, fulfilling employment and service at NorthWoods more accessible to people of all backgrounds. We recognize that this is a never-ending commitment to changing as better information becomes available, and we invite our short-term staff and AmeriCorps members to join in our JEDI discussions to bring fresh perspective to issues that have a greater effect on short-term staff, such as campus housing. The second co-chair of the JEDI committee is an AmeriCorps member, and she helps give voice to residential concerns that the long-term staff don't have as much direct, recent experience with. Additionally, we have implemented several initiatives such as including indigenous land acknowledgements at staff and board meetings, revamping our website to be more accessible for people with visual impairments, and using inclusive language in our website and employment materials.

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

With the growing need for conservation efforts in New England as well as the overwhelming amount of deferred maintenance on state and federal lands there is a growing demand for services provided by organizations like NorthWoods Stewardship Center. On a annual basis alone the NorthWoods Conservation Corps (NWCC) hires and manages 100+ seasonal employees and works in 6 different New England states. By having an additional service member to help us recruit and plan for upcoming projects and seasons this grows NWCC capacity to take on more conservation projects as well as provide a better experience for our program participants.

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

I have been managing the Conservation Corps here at NorthWoods for 5 years now. As stated above I am responsible for management and supervision of 3 year round staff members as well as 100+ seasonal employees. In addition to my oversight NWCC has 2 year round staff members including our Assistant Conservation Corps Director and our Northern Field Coordinator. These two people will allocate a certain amount of there time to oversee and work directly with this Americorps member as well.

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

Our organization was able to safely (and thus far without incident) continue operation throughout almost the entire COVID-19 pandemic. This was done through a combination of proactively going remote in the early days; requiring masking, social distancing, and vaccination; instituting health check-ins at the start of each day pre vaccination; providing opportunities for remote work and meetings as appropriate; and putting plans in place for rapid response to residential staff testing positive. More recently, we have relaxed our rules around masking, but we maintain an office culture of encouraging masking or remote work when staff are feeling ill, and defaulting to the masking preference of our immunocompromised staff when in close proximity for extended periods of time.

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

NorthWoods Conservation Corps works with numerous partners including State and Federal agencies as well as other Conservation and Recreation based non-profits. The member would have numerous opportunities to interact with professionals from these different organizations. Some examples of these different organizations are US Fish and Wildlife Service, US Forest Service, VTFPR, Conservation Districts, Connecticut River Conservancy, Kingdom Trails, VT River Conservancy, ect. In addition, NorthWoods is holding a 3-day organization-wide training at the beginning of the summer with presenters from other organizations and plenty of opportunities to meet and mingle with other field professionals. The ECO AmeriCorps member will be encouraged to attend meetings, trainings, and other events throughout the year which will provide ample opportunities for them to network with our partners.

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. *

Yes, we currently host at least 2 LEAP AmeriCorps members, one in Environmental Education and one in the Conservation Corps. The Conservation Corps AmeriCorps full-year position helps scout, train, and educate conservation corps members; interacts with the public and caretakes our cross-country ski trails; builds educational and outreach materials for the corps summer program; implements projects as part of a field team; helps organize and carry out public events; and leads a local after-school nature-based program for kids. If our application is accepted most of these duties will transfer over to the ECO AmeriCorps position. Our Education Department LEAP members staff after-school programs; lead day and overnight camps in the winter and summer; develop environmental educational materials; and lead public educational and recreational events.

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.). *

Work boots, full work pants (e.g. dickies, carhartts, arborwear, etc), pocket knife, rain coat, rain pants, waterproof boots (e.g. xtratuf, wellies, mucks, bogs, barn boots, etc), work gloves, day pack & daily field essentials (i.e. sunblock, bug spray, water bottle, sunglasses, extra socks, travel snack & personal first aid kit) There is potential for us to provide some or all of this equipment upon request. Our supplies are limited and are prioritized for folks that need them most.

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. *

15

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

100

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

30

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