

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 *

154 Leadership Drive, Island Pond, VT 05846

Supervisor Name and Title *

Meg Carter, Conservation Science Director

Email *

meghann@northwoodscenter.org

Phone number *

8025355555

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. *

Develop and track department budgets. Supervise and direct the Conservation Science department through the development and implementation of water quality and wildlife habitat conservation, restoration, and rehabilitation projects. Engage with watershed-wide decision making through a position on the Basin Water Quality Council. Co-chair the board/staff Justice Equity Diversity and Inclusion committee. 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? *

Northern Woods & Waters Steward

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

This person will be part of Fall Woods & Waters crew project implementation (infiltration steps, rain gardens, encapsulated soil lifts, riparian tree planting); doing writeups for projects completed; leading 1-2 winter school education programs; pulling together spring project and crew information; winter ski trail maintenance for public access; track snowfall data for the Winter Severity Index; attend partner, landowner, and work group meetings; attend and lead workshops for public education; collect seeds for riparian habitat restoration; invasive species management and removal; and various other program-related tasks.

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

- *Use hand tools safely and effectively (shovel, rake, loppers, pick-mattock, hazel hoe, Macleod, mallet, hand saw, etc)
- *Communicate clearly and professionally with staff, partners, and program participants
- *Gather and record data clearly and accurately
- *Take accurate measurements and keep accurate count of project metrics
- *Organize and disseminate project information to partners and crewmembers
- *Wrangle and educate children in winter setting
- *Operate safely outdoors in all weather and site conditions (rain, snow, high heat, hazardous locations, backcountry, frontcountry, etc)
- *Ability to perform repetitive, tedious tasks in the field and office while maintaining quality of services
- *Take clear, concise notes
- *Take report-quality photos of site and work done on site
- *Safely operate vehicles, equipment, and power tools

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

- *Equipment and tool care and maintenance
- *Campus gardening and landscaping for water quality

What are the desired qualification for this position? *

- *Grasp of basic principles of ecosystem health, water quality, and wildlife habitat
- *Familiarity with ArcGIS or other similar mapping software
- *Experience in hand- and power tool use
- *Experience speaking with or educating the public about environmental topics
- *Experience planting trees
- *Operate well individually or as part of a team
- *Be safety-conscious
- *Show good time management skills
- *Be able to follow detailed instructions as given

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.) *

Since the approval of the initial Memphremagog Watershed TMDL in 2017, the state's Watershed Projects Database has been being populated with thousands of local projects in various states of completion; some merely contemplative or proposed at this point. Bringing these projects to fruition is a critical element in the strategy to reduce phosphorous inputs into surface waters and improve water quality. The goals for phosphorous reduction in the watershed are ambitious but achievable at 29%. With the impending roll-out of the Clean Water Service Provider and Basin Water Quality Council clean water project funding model, there is a lot of potential for expansion of water quality projects in our watershed. Our role in the region has been as planners, project developers, and implementers. The role of an AmeriCorps service member dedicated to promoting water quality will be to bridge the personnel and communication gaps that create barriers to project completion and expand the capacity of our organization and our region to address water quality issues to a greater level than we have ever been able to do before. Funding and capacity are often limiting factors in completing projects, and having an ECO AmeriCorps to help maintain project and initiative momentum will make meeting watershed wide phosphorus reduction goals more achievable.

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

Over the past 7 years, I have supervised 6 ECO AmeriCorps, one of which was a 2-year full-time returner. I come to the role of supervisor with my eyes, mind, and heart open to continuing the experience. I am aware of the time, effort, and money involved, and I have planned accordingly in my departmental budget and my schedule planning. Additionally, I have hired on coordinators for my large projects, and they provide both additional supervision capacity from themselves and also free up some of my time to fill the role of attentive and available supervisor.

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 *touch wood*) 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. *

Throughout their service, the ECO AmeriCorps member will be serving on collaborative projects that will bring them in contact with a wide variety of partners from organizations and agencies throughout the state. 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. 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)

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. *

1

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

3

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

30

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