



AmeriCorps

2023-24 ECO AmeriCorps

Assistant Field Coordinator

Environmental Careers and Opportunities (ECO) AmeriCorps is an AmeriCorps program within the Vermont Department of Environmental Conservation (VTDEC). ECO AmeriCorps is funded in part by an AmeriCorps state grant provided through SerVermont from the Corporation for National & Community Service. Service sites will provide meaningful service opportunities, regular supervision with oversight of service hours and timesheets, office space and office equipment, orientation to the worksite, additional training (as needed) and mileage reimbursement. The 2023-2024 program will begin mid-September 2023 and end in August 2024.

To be considered, service sites must:

- Demonstrate a commitment to DEIJ principles and provide a pathway for involvement at the host site and program level.
- Be a non-profit, municipality, state agency, tribal government, or educational institution.
- Provide a position description showcasing activities that are appropriate to the mission of ECO AmeriCorps.
- Provide a work environment that is ADA compliant, drug-free, and carries supplies and equipment necessary for members to perform their duties.
- Be able to provide the cash match and mileage reimbursement at the federal General Services Administration (GSA) rate for service-related travel for the member.
- Attend a supervisor orientation and be available for a minimum of two subsequent site visits and check-ins from ECO AmeriCorps staff.
- Clarify any additional responsibilities to the member according to your organization's policies.
- Notify ECO AmeriCorps staff about conflicts or other issues as they arise.

Other Requirements and Responsibilities:

- Confirm member selection, on-site training, member supervision and support throughout term of service, other forms and documentation as required by AmeriCorps, mileage reimbursement for service-related travel.
- Main supervisor must attend AmeriCorps supervisor orientation (or make special arrangements).

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

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

- 0-3 \$8,000
- 4-10 \$9,000
- >10 \$10,500

Half-Time (900 hours over 6 months)

- \$5,250 regardless of size

Quarter-Time (450 hours over 3 months)

- \$2,625 regardless of size

For more information about the host site application:

- Visit the ECO Website for supporting documents: www.ecoamericorps.org
- Or contact Program Supervisor, Dustin Bowman, dustin.bowman@vermont.gov, 802-461-5222

The Vermont Department of Environmental Conservation is sponsoring AmeriCorps positions through its AmeriCorps Program. The State of Vermont is an Equal Opportunity Employer. Positions are open to all applicants without regard to race color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion, or creed.

Name of Organization or Municipality:

NorthWoods Stewardship Center

Address of Organization or Municipality:

154 Leadership Drive, Island Pond, VT 05846

Primary Supervisor Name and Title:

Dusty May- Conservation Corps Director

Primary Supervisor's email:

Dusty@northwoodscenter.org

Primary Supervisor's phone #:

802-723-6551 x304

Please provide a brief description of your role at your site:

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.

Full-Time (September-August)

AmeriCorps Position Title:

Assistant Field Coordinator

Describe your proposed service project.

[Note: performance measures are based on improved acres of public land, improved miles of waterways or trails, number of Vermonters provided environmental stewardship education or training, and number of members placed in green jobs after completing their AmeriCorps service. Capacity- building activities are allowed. Please describe any projected impact.]

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 data collection tools will the member use to record the impacts of their service activity?

We are required by many of the funding sources we use to track project metrics throughout the phases we are involved in. We have extensive, color-coded spreadsheets that help us keep track of the different elements of our projects, including data that can describe the impacts of those projects. The member will use data sheets, spreadsheets, and a variety of other tools to track project progress as they go. We also keep track and log how many youth are positively impacted by NorthWoods programing.

Please provide any additional information (data, statistics, reports, etc.) that demonstrates the compelling need for the proposed position:

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.

What initiatives does your organization take to support diversity, equity, inclusion, and environmental justice (DEIJ)? Please include any historical data or details for on-going strategic plans, partnerships, and projects, as relevant.

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 JEDI committee currently engages 2 ECO AmeriCorps members, and we anticipate continuing to have AmeriCorps members and shorter-term staff be part of this committee. We also are committed to having residential staff on the committee. Our current second co-chair is a campus resident, 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.

Outline how DEIJ principles can be incorporated into your organization's work moving forward. (Provide examples of any trainings, workshops, projects, partnerships, etc.)

We will be continuing to have a JEDI Committee and providing resources to that committee to empower them to take action and engage trainers from outside the organization; use fair hiring practices based on point-value scoring rubrics tied directly to position descriptions; valuing diversity as a key to strength; creating and seizing opportunities to build the universal accessibility of our programming and employment opportunities; using a values-based approach to engaging and maintaining our board of trustees; providing trainings and educational opportunities to our staff and encouraging participation in external JEDI-related trainings and activities; providing an annual all-staff training which includes several JEDI elements, but which also incorporates JEDI principles into its structure; advertising our JEDI values with every job and program we post; and re-scrutinizing ourselves as an organization to identify ways in which we can make strides in the right direction with our adherence to JEDI principles.

Describe specific challenges that your organization has faced while integrating DEIJ Principles.

Our organization has dedicated time, money, and willpower to holding ourselves to higher standards for integrating DEIJ principles into our programming and day-to-day practices. On a tiny but mighty note, it has been challenging to keep our Pride and BLM flags from fraying and tangling in the wind, but we've troubleshoot our way into some good flag rigs that keep them in tact better for longer. Our greater challenge, which we intend to continue facing and making progress to an adequate sufficiency, is incorporating JEDI principles into our day-to-day programming. We continue to ask ourselves and push ourselves to develop programs and building spaces that are meaningful and accessible to everyone. We intend to use the Universal Design principles to create spaces and experiences that don't automatically exclude people by their nature. Implementation of those principles has been a challenge and has required some "going back to the drawing board", but we have the will to continue making progress, and we will find a way.

How will the ECO member be included or supported in on-going or future DEIJ work at the organization, if they so choose?

ECO AmeriCorps members at NorthWoods (and also AmeriCorps from other programs) are encouraged to be part of the staff/board JEDI Committee. In that committee, the meeting agreements that we put forth

include making space and taking space to ensure that everyone has a voice, everyone's ideas are listened to, and everyone has a chance to share their experience in a safe space. They are also sent surveys along with the rest of the staff twice annually to gauge morale, experience, and check for holes in the safety net. Not always, but often our ECO AmeriCorps members live in subsidized on-campus housing, and participate in regular residential staff meetings to make sure any grievances are heard and addressed before they can escalate. As a supervisor, I am also open to giving members time and resources to pursue their interests, especially in the wintertime. If a member asked me whether they could participate in anything JEDI related or asked for support in their own JEDI work, I would be very likely to say yes and offer what I could.

Does the supervisor have adequate time and leadership experience to manage an ECO member? Please explain how:

Yes, I have managing the Conservation Corps here at NorthWoods for 6 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 their time to oversee and work directly with this AmeriCorps member as well.

Will the member have access to networking opportunities in this position? Please explain:

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, etc. 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.

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.

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

Maybe

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

Yes

Many of our members are not from Vermont and are seeking a sense of community away from home. In what ways would you be willing to help them establish community connections? (Housing, peer networks, affinity spaces, local resources, fun places to go)

I am happy to introduce our AmeriCorps members to anyone within my network, invite them to gatherings, and/or tell them about local events, and so forth. I am also happy to share my knowledge about the local region and share knowledge about all that the NEK as to offer in regards to outdoor activities. I also support hosting ECO AmeriCorps events at NorthWoods to help promote cohort cohesion among the members.

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.

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

Sponsoring Organization's Mission:

Connecting people and place through science, education, and action

Goals for the ECO AmeriCorps Position:

Gain experience in the field of Conservation and help the Conservation Corps department implement projects that have a positive impact on our local communities and the region.

Essential Functions. Functions that 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

Desired Qualifications:

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 serve 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 being part of 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

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way

Service Conditions (will the position be largely outside, office based, hybrid or seasonally/project dependent, in schools, etc.) *

During the winter months most of the service time will be spent indoors and office based with occasional outdoor activities and events. The rest of the service time during the spring, summer and fall will be spent outdoors in a variety of conditions.

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

Yes

Time Requirements:

Full time: will need to complete a minimum of 1700 service hours, serving approximately 40 hours/week over the course of the 11-month service term, September 13, 2023 - August 9, 2024

Orientation and Training:

ECO will provide members with orientation at the beginning of the service term. Host sites are expected to provide additional on-boarding training as well. Throughout the service term, ECO will provide in-person and virtual trainings to members on a variety of topics.

Benefits:

- Education award of \$6,895 (pre-tax) upon successful completion of service
- \$23,000 Living Allowance, paid bi-weekly
- Training
- Childcare assistance, if eligible
- Health Coverage
- Access to AmeriCorps Alumni Network
- Student loan forbearance and interest payments, if eligible

Evaluation and Reporting:

Mid and final performance reviews, quarterly reports, weekly timesheets, and end of service survey.

Thank you for your interest in AmeriCorps!