

VHCB AmeriCorps

Stewardship & Outreach Assistant



Stowe Land Trust - Stowe, Vermont

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB is a national service program that places AmeriCorps members with non-profit housing or land and energy conservation organizations around the state.

Stowe Land Trust (SLT) is a member-supported, non-profit 501(c)(3) land conservation organization that is dedicated to the conservation of scenic, recreational, and productive farm and forest lands for the benefit of the greater Stowe community. The Stewardship & Outreach Assistant will focus on developing and delivering SLT's Naturalist Program, which provides learning and volunteer opportunities – especially for children - that inspire local citizens to engage with their natural world and foster a love and appreciation for the land. This position will also assist with volunteer coordination, outreach and events, land management, and easement stewardship.

Essential Duties of Position:

- Grow and staff SLT's Naturalist Program. Develop and deliver education programs and service-learning opportunities to the public, school groups, day camps, and corporate groups.
- Help cultivate relationships with local schools, day camps, businesses, and partner organizations.
- Coordinate and carry out stewardship projects and activities scheduled in SLT owned management plans including boundary, trail, and infrastructure maintenance; invasive species management; and tree planting/maintenance.
- Recruit, coordinate, manage, and support volunteers to assist with completing stewardship projects and activities on SLT-conserved lands.
- Perform maintenance tasks on and around the Mill Trail cabin.
- Maintain stewardship and volunteer logs that track program numbers, outcomes, and stories.
- Create press releases, newsletter articles, and content for print, web, and social media.
- Represent SLT at various public outreach events, including the Stowe Farmer's Market and the SLT annual meeting.
- Write a final report describing and evaluating goals and accomplishments.

Marginal Duties of Position:

- Assist with SLT's conservation easement monitoring program including completing annual monitoring visits and reports, creating stewardship maps, boundary monitoring, and communicating with landowners.
- Complete special projects as SLT needs and Assistant interests dictate.

Desired Qualifications:



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- Have a BA/BS in natural sciences, environmental education, or a related field OR equivalent experience;
- Be familiar with Vermont flora, fauna, and ecology;
- Be able to work independently while maintaining excellent communication with supervisor;
- Have excellent people skills; be outgoing and tactful; have a positive and collaborative attitude;
- Be well-organized and detail-oriented;
- Be able to do light trail work and use hand tools;
- Be able to coordinate and direct adult and youth volunteers ;
- Be capable of designing, leading, and evaluating interpretive programs for adults and youth;
- Be able to navigate through the woods off-trail using a map and compass; be able to read a survey;
- Have basic GIS mapping skills.

Minimum Qualifications:

- Be US citizen or have permanent resident status (call with questions about this);
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission that has been verified by phone;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of service-year. A candidate may not drop 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 an National Service Criminal History Check
- Be committed to the VHCB 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.
- Willingness to participate in support and collaborate with fellow VHCB AmeriCorps members, and members from other AmeriCorps Programs.
- Willingness to participate in a self-designed Independent Service Project and other VHCB AmeriCorps Program Initiatives.

Additional Information:

The position involves both field and office work. Some weekend work required, particularly during summer months. Position begins March 19th, 2018 and ends September 12th, 2018 with an average of 35 hours per week for 6 months. Must be available on March 5th, 2018 for a full day Orientation.

This position is **Half Time**: Requires 900 hours and serves approximately 35 hours per week for 6 months. Member will receive a living allowance of \$9,450 (pre-tax), and an education award of \$2,908 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school forbearance, and various training opportunities.



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This position **does** have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).



To Apply: http://www.vhcb.org/ameriCorps/menu_events/positions/

For questions about this position or to send additional materials:
Kristen Sharpless, Conservation Program Manager – (802)253-7221 – kristen@stowelandtrust.org

Application deadline: Once advertised, open until filled.

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB 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.

Member Signature: _____ Date: _____

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