



Appalachian Ohio Restore Corps (AORC)

Muskingum Valley Park District Conservation Assistant AmeriCorps Position Description 2023-24

Skills & Qualifications: This position requires excellent organizational/communication skills. The ability to serve on a team and individually is required. Knowledge of Microsoft 365 (Outlook, Office, and OneDrive) and general computer skills required. The ability to recruit and work with volunteers, teachers, children, and adults. Experience working with children is preferred. Ability to speak in public settings required. At least basic understanding of watershed and other environmental issues and a passion for learning and teaching about the environment is necessary. Some knowledge of local issues and Appalachian culture is preferred. Environmental studies, environmental science, science education, natural resources, sustainability, or related background is desirable. Must have a high school diploma or GED. Must have own transportation and valid driver's license.

Schedule: Usual hours of service will be Monday-Friday during regular office hours of 10:00am-5:00pm. The ability to serve flexible hours, including evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities such as summer camps. Our office is closed on holidays.

Location(s): Zanesville, Ohio in Muskingum County. Position will serve at the Muskingum Valley Park District. Headquarters is located at 1720 Euclid Avenue in Zanesville. Housing is not provided.

Duties & Responsibilities of AmeriCorps Member: The Conservation Assistant will serve with Muskingum Valley Park District staff to plan and implement environmental education activities in parks, schools, libraries, and at community events. Members serve closely as a team to plan, staff, and evaluate programs, but also takes leadership on individual lessons and projects. School-based EE programs are closely tied to state academic standards. Position also requires each member to increase their own environmental literacy throughout the term through training opportunities and through individual experiences. May include project-based fundraising. The member will address the following:

Promote environmental stewardship at the local level:

- Assist host site and other AmeriCorps members, plan and implement environmental education including Conservation Kids program, outreach events, field trips, and workshops.
- Recruit, train, and coordinate volunteers to participate in environmental education and other volunteer opportunities throughout the year.
- Learn about local native plants stratification, germination, identification, and mature care and assist in growing native plants for an annual plant sale.
- Create distance learning activities such as blog posts, videos, social media posts, and virtual field trips.
- Assist staff with place-based teacher training curricula and workshops.
- Create and teach lessons for local teachers in the classroom, schoolyards, and field trips. Communicate with teachers and develop new educator contacts.
- Support and promote eco-tourism events.
- Research property history and create, install, and maintain interpretive signage.

- Community engagement and development; Organize citizen science engagement, such as organizing public BioBlitz events with expert guests and water quality monitoring.
- Invasive species control.
- Trail maintenance, trail creation and trail mapping.
- Be committed to reflecting on your educational practices, designing inquiry-based and student-centered experiences, teaching in a culturally responsive way, and growing your own ecological understandings.

General Member Responsibilities:

- Recruit and organize volunteers for involvement in local conservation, education, and citizen science projects.
- Organize research and process inventory data.
- Promote watershed rehabilitation and water quality improvement through education and outreach activities including summer camps, library programs, watershed tours, community presentations, displays at area events and documentation of activities.
- Assist with fundraising designed to raise funds for activities such as day camps, library programs, and other project specific activities related to member tasks. These efforts will not contribute to general operating costs for the organization or host sites.
- Support other Appalachian Ohio Restore Corps members and their programs.
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities.
- Complete monthly activity reports, required timesheets, and periodic reports through the OnCorps online system and email.
- Attend required AORC and host site meetings and events.
- All other duties as assigned within the limitations of this member description.

Rural Action, Appalachian Ohio Restore Corps and Muskingum Valley Park District will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. Rural Action, Appalachian Ohio Restore Corps makes this program available to all without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability, political affiliation, and religion.

Print Name, AORC Member

Date

Signature