



23-24 Jackson County Conservation Position Descriptions

*Jackson County Conservation
Hurstville Interpretive Center
18670 63rd St. Maquoketa, IA 52060*

This site is hiring to fill the following positions:

Position #1 and #2: *Green Iowa AmeriCorps Naturalist*

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$4,826.50/term

Service hours scheduled for this host site to generally be completed between **9:00 am - 3:00 pm Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: Hurstville Interpretive Center is the headquarters for Jackson County Conservation. “The Center offers visitors a chance to explore natural resources at their leisure. Step inside to better understand the story behind our natural and historic resources through the many exhibits. Enjoy the beauty of nature as you step outside to discover the prairie and wetland. In the restored native prairie you can search out reptiles, colorful wildflowers, and a world of insects. Visit the pollinator garden to view beautiful native plants and butterflies. Take your binoculars and see what you can find living or visiting the wetlands during the different seasons.”

GIA Performance Metrics *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities [450 education events with 4500 individuals reached]
- **Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- **Additional Direct Service Activities**
 - **Water quality related projects** [100 water quality related projects]
 - **Tree planting** [1500 trees planted]

Green Iowa AmeriCorps
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Site Supervisor(s): Jessica Wagner, Environmental Education Coordinator

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: Green Iowa AmeriCorps Naturalist #1 and #2

Position Outline: Jackson County Conservation is seeking a team member with good communication skills, a desire to serve youth and diverse groups of people, and a passion for community stewardship. This is an excellent opportunity for an individual to gain experience in the fields of conservation, natural resources, and environmental education. The AmeriCorps Member will work with Jackson County Conservation staff in planning and presenting environmental education programs for students and groups. The Member will engage with volunteers in the community through service projects and support the enhancement and conservation of natural resources at county parks.

Member Duties:

- Develop and present environmental education programs for the public, civic and conservation groups, youth groups, and schools.
- Support volunteers and volunteer activities and projects at Jackson County parks.
- Design, install, and maintain interpretive displays and exhibits at the Hurstville Interpretive Center and county parks.
- Support staff in the development of news releases, quarterly newsletters, and other correspondence related to conservation projects and environmental education programs.
- Conduct natural resource management activities at county parks, including removal of invasive species and prairie restoration.
- Conduct species inventory of plants and animals at county parks, including endangered species.
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities

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- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Desire to learn field identification of plants and animals, basic ecology, environmental topics and themes, and natural history.
- Ability to work with youth and the public.
- Ability to work outside in a variety of weather and terrain conditions.
- Possessing a valid driver's license is preferred.

Members can expect to gain the following skills/experiences in this position:

- Gain knowledge in program development
- Improve verbal and written communication skills, including public speaking
- Learn to identify plants and animals in our area
- Gain knowledge about natural and cultural resources in Iowa
- Learn outdoor recreation skills including kayaking, paddling, archery, fishing, and more
- Obtain certification in basic first-aid, CPR, and AED training
- Gain experience working with youth