



AmeriCorps
Ohio



SERVE OHIO
Ohio Commission on Service and Volunteerism

HF&G Trails Assistant

Contact for interested Members: Julie Stark, NOWCorps Program Manager at julie@tinkerscreekwatershed.org or 330-963-6243. Applications preferred by July 15, 2021, but position is open until filled.

Tinker's Creek Watershed Partners (TCWP) is a non-profit, 501(c)(3) watershed organization officially established in 2006. Our mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. The Tinker's Creek watershed drains 96.4 square miles and is the largest tributary to the Cuyahoga River. The watershed area spans 24 communities in Cuyahoga, Summit, Portage, and Geauga counties.

Together with our partners, **Holden Forests and Gardens (HF&G)** recognizes the importance of maintaining water quality throughout Northern Ohio. We also believe in educating the public and regional leaders to support behavioral changes that positively affect our water resources. The Northern Ohio Watershed Corps (NOWCorps) works with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits to facilitate outreach, education, capacity building, environmental stewardship, and stormwater management.

Holden Forests & Gardens is making a positive impact in the region through urban greening and forestry initiatives, environmental research, nature-based educational programs, and world-class visitor experiences at its two campuses— the Holden Arboretum and Cleveland Botanical Garden . We envision a future in which all communities are transformed into vibrant places where trees, plants, and people thrive. Our mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities. The Holden Arboretum extends over 3,500 acres of natural forests and meadows, Outer Tree Collections, and deer-fenced cultivated gardens with woody and herbaceous plant collections. Our goal is to manage Holden's cultivated areas for aesthetic representation of our Collections and manage natural areas for the purpose of sustaining or increasing current levels of native biodiversity, with an emphasis on plants. Guests access gardens and natural areas through a comprehensive trails system. HF&G is one organization with two public campuses and an approach of unity and connection. Each campus has its own character expressed through natural and designed landscapes, climate, Collection displays, horticultural focus, and visitation trends. We seek to use each campus as an introduction to HF&G's broader mission work and the other campus. 2021 sees HF&G continue master site planning across both campuses with the support of a globally renowned landscape architecture firm.

Skills and Qualifications: Must have a high school diploma or GED. Must have a valid driver's license, be insured, and have own transportation; eligible mileage will be reimbursed for service-related travel. Must successfully pass a comprehensive background and criminal investigation check. Must possess or plan to pursue a college degree or equivalent education in biology, natural resources, environmental education, forestry, horticulture, or related field. Must have a positive attitude, strong work ethic, be self-motivated, and able to work independently and in a team. Must possess good organizational and communication skills (written and oral) and be capable of working with little supervision. Must be able to

develop and maintain effective working relationships with employees and the public. Demonstrates maturity, cultural competency, and garner respect of all populations. Experience communicating with diverse audiences preferred. Some working knowledge or experience performing land management tasks, identifying native and invasive plants, and using GPS and ArcGIS is preferred. Proficient wayfinding abilities and the ability to follow multistep directions. Demonstrated proficiency in software programs including all Microsoft Office (Word, Excel, Powerpoint). Usual hours of service will be M-F during the hours of 7:00am – 3:30pm. The ability to serve flexible hours, including weekend days and some evenings, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities.

The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training is provided monthly and covers a variety of topics. Training content may include, but is not limited to first aid, CPR, volunteer engagement, native species planting techniques, stormwater permit requirements, minimum control measures, facilitating public involvement, public education, and Good Housekeeping.

Location: ***The Holden Arboretum, 9550 Serry Rd, Kirtland, OH 44094 (occasional work at The Cleveland Botanical Garden, 11030 East Blvd, Cleveland, OH 44106)***

Reports to: ***HF&G Collections Maintenance Supervisor, Gary Weinheimer***

Duties and Responsibilities of the AmeriCorps member:

General Member Responsibilities

- Promote the Northern Ohio Watershed Corps through education and outreach activities
- Enhance skills and knowledge applicable to position through participation in related workshops, conferences, and training
- Assist with fundraising designed to raise funds for activities such as member retreats and other program related projects (these efforts will not contribute to general operating costs for the organization or Host Sites)
- Attend all NOWCorps required meetings and trainings
- Complete activity reports monthly, required timesheets weekly, and any other reporting in a timely manner in the OnCorps online system
- All other duties as assigned within the limitations of this member description

Host Site Responsibilities

- Support the delivery of HF&G mission through enabling guests to access natural areas and immerse themselves in the Outer Collections and Natural Areas of the Arboretum
- Gain practical, hands-on experience in sustainable landscape practices and procedures
- Assessment of trail conditions and required works
- Develop, plan, promote, train and work with volunteer positions for trails management including occasional leadership at volunteer or public events
- Submit proposals for trail signage and wayfinding through the Interpretation Planning process
- Support planning and reporting for trail projects, including data entry and generating maps using GPS/BG-Base systems
- Assist with routine equipment maintenance particularly sharpening & re-hanging of hand tools
- Work full days under the forest canopy without regular access to amenities

- Promote the trail system and benefits of through education and outreach activities
- Communicate to staff, volunteers, and the public about their work
- Creation and/or editing of educational content for the HF&G website, virtual classes, and in-person workshops and partake in HF&G symposia
- Working with other departments as schedule allows
- Perform ecological restoration activities including control of invasive species through chemical and mechanical applications and planting native plants
- Safe operating of vehicles, equipment, and machinery: including ATV's, brush cutters, back pack sprayer, and hand tools
- Occasional travel to Cleveland Botanical Gardens and other partner organizations in NE Ohio to assist with special projects, events, and/or presentations
- Assist with Horticulture & Collections initiatives as needed.
- Develop and add to skills and capabilities through inhouse and external training

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

Additional information: Holden Forests and Gardens is accessible to individuals with disabilities. **Holden Forests and Gardens**, Tinker's Creek Watershed Partners, and the Northern Ohio Watershed Corps will adhere to all regulations concerning nondiscrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation, sexual orientation, gender, gender identity and expression, marital or parental status, genetic information, military service, and religion.

Physical Requirements and Work Environment

The physical requirements and work environment described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the following:

- manual dexterity sufficient to operate computers, ATV's, brush cutters, back-pack sprayers, and other tools and equipment
- physical ability to kneel, bend, and perform light lifting
- ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone
- specific vision abilities required include close vision, depth perception, and the ability to adjust focus
- Working in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances
- Considerable physical exertion and/or muscular strain, Lift and carry 40lb back-pack sprayers
- Working with pesticides and other hazardous chemicals
- Members will be provided training in the safe use of tools, equipment, and materials and will be given Personal Protective Equipment to minimize risks to extremes in health, safety hazards, and/or hazardous materials. This person must have the ability to travel as required to work with Host Site staff/board, volunteers, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities, and project meetings

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Though work is often performed in an office setting and outdoors, this person must have the ability to travel as required to work with Host Site staff/board, volunteers, partners, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer or program activities, training events, and meetings.

Benefits: Member position begins October 4, 2021 and ends September 30, 2022. The member will be provided with an orientation October 4-8, 2021 and relevant training monthly. This position is a **full-time member** position and requires a minimum of 1,700 hours of service over the service period. The member will receive a stipend of no more than \$15,100.00, and the stipend will be paid biweekly. The member is also eligible for health insurance through this position and may qualify for childcare assistance. If the term of service is completed successfully, the member may be eligible for an educational award of \$6,345.00. The member will not be an employee of Holden Forests & Gardens and is not entitled to any of the benefits or compensation HF&G provides to its employees.

The below signed recognize this as the Member Position Description and that the Member is to perform the duties detailed above during their Member Service Year. The below signed recognize that activities outside of the scope of this description require prior written approval by all the below signed prior to execution of those activities.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature