

JOB ANNOUNCEMENT: Community Outreach and Environmental Education Specialist

The Jordan River Commission (JRC) seeks a highly motivated individual with a background in environmental education and/or youth and outdoor leadership, to develop and administer outreach and education activities that connect diverse communities to urban natural lands.



The position is an **individual placement AmeriCorps Member position** through the **Utah Conservation Corps (UCC)** – www.usu.edu/ucc/. The individual must complete 1,700 hours of service; the position requires 30-40 hours of service work per week and terminates no later than December 31, 2017. The JRC is accepting applications through November 18, 2016, and will interview candidates and hire for the position in early December 2016. Job duties will begin approximately January 2, 2017.

Compensation

Living Allowance: \$12,530 total (divided into monthly payments)

Education Award: \$5,775 (For payment of student loans or future educational expenses.)

Other: Health insurance, workers comp coverage, childcare for qualified members, eligible for deferment of student loan payments and interest accrual payment during AmeriCorps term, Environmental Educator certification through USU, and excellent job experience and networking opportunities.

Job Description

AmeriCorps Member ("AM") will work with Jordan River Commission staff, community leaders, institutional and citizen partners, and others to grow public engagement in restoring and investing in the Jordan River corridor. AmeriCorps Member will:

- Assist in planning, promoting and implementing the community-based Get Into The River event in September 2017.
- Manage and implement the JRC's volunteer program, which engages about 1,000 volunteers each year.
- Coordinate the JRC's citizen science puncturevine weed monitoring efforts.
- Lead the expansion, scheduling, and promotion of the JRC's Jordan River-based elementary education program, including leading student field trips and refining educational kits available for teacher check-out. Additionally, AM may assist the JRC's partner organizations with implementation of middle and high school educational programs.
- Assist in planning and implementing the JRC's Best Practices for Riverfront Communities Training Series, through which national and local topic experts provide technical training to Jordan River land managers and stakeholders.
- Provide grant writing assistance to support outreach and educational programs, where opportunities are present.

Qualifications

- 1) Enthusiastic, outgoing, motivated individual with the ability to work independently
- 2) Comfortable speaking publicly and working with & directing large groups including youth
- 3) Ability to learn quickly and share skills and knowledge with diverse populations
- 4) US Citizen or Permanent Resident
- 5) At least age 18 by start of placement term
- 6) Minimum high school diploma or equivalent
- 7) Must undergo and pass a National Criminal History check
- 8) Able to commit to serving an AmeriCorps State/National term

Email resume and cover letter to Laura at Lahanson@utah.gov no later than November 18, 2016.

Utah Conservation Corps

2017 Individual Placement AmeriCorps

Member Recruitment & Selection Guidance



As the host site for a 2017 Individual Placement AmeriCorps member, you will be recruiting and selecting the individual(s) for your program. Below is information and guidance related to hiring your AmeriCorps member. I encourage you to include this information in your postings and/or discuss them during the interview process.

What is an AmeriCorps Term of Service? How is this different than a traditional job?

- AmeriCorps is a **National Service** program administered by the Corporation for National & Community Service, a federal government agency; service and programming is carried out at the local level.
- The position is **Service-Based**, addressing critical community needs through **Direct Service**.
- AmeriCorps members commit to a **Term of Service**, which includes a set timeframe and a minimum number of service hours that must be completed with the host site in that timeframe.
- The **Living Allowance** is a set total amount paid in even disbursements throughout the term of service (ie AmeriCorps members are not paid per hour).
- The member must complete all defined Term of Service requirements in order to successfully complete their term and receive the **AmeriCorps Education Award**.

AMERICORPS ELIGIBILITY *Please verify eligibility during the selection process!*

- Must be a US Citizen or Permanent Resident
- At least age 18 by the start of their term
- Must have a high school diploma or equivalent
- Must undergo and pass a National Criminal History Check
- Eligible to serve in an AmeriCorps State/National term
- Commitment to completing their Term of Service

BENEFITS *This chart outlines 2017 monetary and other benefits for the different term lengths*

Minimum # of Service Hours	Total Living Allowance <i>Paid in even disbursements throughout term of service</i>	Education Award <i>Available to member after successful service term</i>	Other Benefits
1700	\$12,530	\$5,775	<ul style="list-style-type: none"> • health insurance premium reimbursement plan (1700hr members ONLY) • access to plans on healthcare.gov within 60 days of start date (for all AmeriCorps members) • childcare (for qualified members) • federal student loan forbearance & interest accrual payment during term of service • workers compensation coverage • member development trainings & certification opportunities • excellent experience and service to the community • <u>may</u> be eligible for public services such as food stamps, subsidized housing, etc.
900	\$6,634	\$2,887	
675	\$4,975	\$2,199	
450	\$3,317	\$1,527	
300	\$2,211	\$1,221	

ADVERTISING YOUR POSITION

It is up to you where and how you want to advertise and recruit for your member(s). Here are a couple ways UCC can help spread the word:

- Email Lindsay your position posting document or a link to the posting if you would like it advertised on the [UCC website and Facebook page](#).
- I can post your position on the current AmeriCorps opportunities page and/or the Service Year Exchange website. See examples by searching at:
<http://www.nationalservice.gov/programs/amicorps/join-amicorps>
<https://serviceyear.org>
 - These websites will generate applicants from across the country directed straight to UCC. I would work directly with host sites wanting to advertise this way.

SELECTION & START UP

Your member(s) must be selected at least two weeks before their start date. Upon selection and their acceptance contact the UCC office IMMEDIATELY. The full list of PRE-SERVICE items listed below must be complete before a member can officially start.

When your member is selected, email the following information to Lindsay.thalacker@usu.edu:

1. Member's full name
2. Member's email address and phone number
3. Confirm the intended start and end date of their position

PRE-SERVICE CHECKLIST

- Member must be **FINGERPRINTED** in Utah and/or their state of residence for FBI and state-based background checks. Fingerprints must be submitted as directed by the UCC office.
- Member **MEETS IN-PERSON WITH LINDSAY** to turn in employment paperwork and complete the federal I-9 Employment Eligibility Verification process
- Member completes **AMERICORPS ENROLLMENT FORMS ON THE IPT WEBSITE**

Lindsay's office is in Logan. I will make arrangements to meet members in Salt Lake City and Ogden, as needed.

DATES TO NOTE

January 9, 2017. The online Foundations of Environmental Education course begins. Your member does not need to officially start their AmeriCorps term by January 9 in order to participate, but they do need to be selected by around that time (the instructor usually lets student jump in within the first two weeks).

February 24, 2017. Start date deadline for 1700hr members. This ensures that they have enough time to complete their minimum service hours requirement by the end of the year.

February 24, 2017. UCC will host an all day Orientation Meeting at Ogden Nature Center for all 1700hr members, as well as less than 1700hr members who have started their terms.