



Michigan Nature Association Huron Pines AmeriCorps Position Description

POSITION TITLE: Volunteer and Outreach Specialist
PRIMARY SERVICE LOCATION: Okemos, Michigan
RESPONSIBLE TO: Julie Stoneman, Director of Outreach & Education
Rachel Maranto, Stewardship Coordinator

The Michigan Nature Association (MNA) is a statewide land conservation organization headquartered in Okemos, Michigan (near Lansing). Established in 1952, MNA is Michigan's oldest land conservancy, protecting over 180 nature sanctuaries in 60 counties throughout the state, emphasizing protection for rare, threatened and endangered species and imperiled natural communities.

In partnership with the Huron Pines AmeriCorps program, MNA seeks an exceptional candidate for our full time Volunteer and Outreach Specialist position. The Specialist will increase our volunteer capacity to steward important lands and habitats in our care and connect schools to our nature sanctuaries to foster the next generation of conservationists. This position requires a 10 month commitment.

Qualified candidates will have a background in natural resources, a passion for MNA's mission, an ability to inspire others, and experience engaging volunteers (or serving as a volunteer) and reaching out to community partners. The Specialist will work both independently and as part of our conservation and outreach teams, often outdoors in a variety of conditions, with opportunities to gain diverse, hands-on experiences in natural area stewardship. Successful candidates will also possess excellent written and verbal communication skills with experience developing content for digital and print media.

SCOPE AND PURPOSE OF SERVICE:

Serving from MNA's Okemos office and traveling to off-site locations across the state, the Volunteer and Outreach Specialist will undertake three major tasks. The first is creating and delivering new training programs for MNA Stewards, key volunteers who monitor our vast nature sanctuary system. The second is recruiting volunteers and organizing stewardship workdays at nearby nature sanctuaries in three communities, selected by our conservation team. The final task is outreach to schools in those same three communities to establish new School to Sanctuary partners that link teachers and their students to MNA sanctuaries for service and place-based educational opportunities. As it relates to the three task areas, the Specialist will also develop communication pieces for MNA's website, eNewsletters, and *Michigan Nature Magazine*. Travel and physical activity for all task areas are required; on-site and sanctuary-based training provided, including pesticide applicator and first aid certification.

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/amicorps | (989) 448-2293

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POSITION DUTIES AND RESPONSIBILITIES:

New Training for Volunteer Stewards

- Identify three Steward training topics after consultation with staff, current Stewards, and Steward feedback, as well as first-hand experience gained through on-site training;
- Develop and deliver a minimum of two webinar-based and one in-person training modules for Stewards--provide additional trainings if service time allows;
- Research, create and/or identify materials to accompany training modules (e.g. slide decks, informational handouts and tip sheets);
- Assist with the delivery of a citizen science program and training for Stewards for ongoing plant and animal inventory data collection through online apps;
- Curate related training opportunities of potential interest to volunteer stewards that are provided by other organizations and agencies for publication/promotion in e-Newsletter for stewards;
- Assist with development of other MNA Steward program materials if needed; and
- Participate in other stewardship training opportunities sponsored by other organizations and agencies to help inform MNA's stewardship program.

Volunteer Program Expansion

- As part of training, participate in a minimum of 3-5 workdays at various MNA nature sanctuaries and assist MNA Regional Stewardship Organizers with stewardship, monitoring, and other nature sanctuary field and reporting tasks;
- Collaborate with MNA conservation team to assess three regions or communities in Lower Michigan needing expanded volunteerism;
- Plan and schedule 21 stewardship workdays to be held over a seven-month period to be held at MNA nature sanctuaries; recruit, coordinate and lead volunteers for the workdays;
- Prepare press releases, social media announcements, and digital/print fliers as part of community outreach to recruit volunteers;
- Conduct outreach to community partners and develop related recruiting materials (digital/print fliers, media announcements and posts, outreach to affinity groups) to identify new volunteers for each of the three regions; and
- Document the recruitment process to ensure smooth transition to MNA staff and guide similar recruitment efforts in the future.

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Grow School to Sanctuary Partners

- Collaborate with staff to identify schools and target recruitment in the same three regions as above;
- Develop outreach plans and any needed recruiting materials for schools with the goal of establishing three new School to Sanctuary partners;
- Team up with teachers and MNA conservation staff to determine appropriate student service-learning activities at MNA sanctuaries;
- Develop any needed materials for new School to Sanctuary partners related to each sanctuary, including a slide presentation that introduces the sanctuary to students, fact sheets and other pertinent information; and
- Deliver one in classroom presentation and lead one field trip with a service-learning component for at least one new School to Sanctuary partner

Environmental Stewardship Communications

- Create articles and news stories for MNA's blog, website, eNewsletters, and *Michigan Nature* magazine related to new steward training, volunteer expansion, and School to Sanctuary projects
- Other
- Support MNA outreach and education efforts as appropriate opportunities arise related to the Volunteer and Outreach Specialist position. (E.g. tabling at events)
- Should the Covid-19 pandemic persist, necessitating restrictions on engaging volunteers or schools in person, alternative volunteer and outreach activities will be developed such as community-based virtual tours of sanctuaries, on-line bioblitzes, webinars, and other virtual programs.

PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit 4 "Great Stories"
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

QUALIFICATIONS:

- ✓ Seeking a Degree in natural resources management or other related field.
 - * Bachelor's degree preferred
- ✓ Computer efficiency (typing, email, word processing, excel, Powerpoint)
- ✓ Field experience in natural lands management and restoration preferred
- ✓ Excellent verbal and written communication skills. Public speaking experience preferred.

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- ✓ Experience recruiting, training and organizing volunteers and/or volunteer or community service experience with leadership responsibilities preferred
- ✓ Ability to prioritize multiple tasks and deliver quality results under deadlines
- ✓ Demonstrated ability to work independently and as part of a team
- ✓ Ability to pass a background check*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to MNA's conservation mission

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed) when an MNA vehicle is not available. This is a 40 hour per week position and runs from January 28-December 3, 2021. Benefits include \$14,279 living stipend, health insurance, \$6,195 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until October 12, 2020.

Reasonable accommodations: If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Amanda Vanaman, AmeriCorps Program Manager at (989) 448-2293 x30 or amanda@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.

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