



2023 Summer Position Descriptions Green Iowa AmeriCorps-Mahaska Partnership

William Penn University, 201 Trueblood Avenue, Oskaloosa, IA 52577

This site is hiring to fill the following positions:

- 2 – 4 Summer Members

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Minimum-time	3-mo	300 hours (25-28 hours/week)	\$2,750 (\$916.66/mo)	\$1,374.60

Host Site Overview: The Green Iowa AmeriCorps-Mahaska Partnership is comprised of the City of Oskaloosa Public Works Department, the Mahaska County Soil and Water Conservation District, and William Penn University (WPU). The host site is located in Oskaloosa at WPU. Members work with partnership mentors to complete land & water stewardship-related assignments. The host site's mission – "William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality." – complements the Green Iowa AmeriCorps and Mahaska partners' missions while providing opportunities for Members to learn more about the real-world work related to conservation and the environment. Core activities relate to land and water stewardship (more details found in the Qualifications Sections).

GIA Performance Metrics *Members work in collaboration with the host agency to complete these metrics.*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities.
- **Community Outreach** engaging outside volunteers in service activities
- **Water Quality Monitoring**
- **Tree Planting**

Site Supervisor(s): Debbie E. Stevens, Career Services Coordinator/Adjunct Professor

Green Iowa AmeriCorps | Summer Member Host Site Position Description(s)

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
- Sincere and demonstrated interest in environmental sciences and education
- Strong organizational and communication skills
- Attention to detail and safety
- Ability to work with a team or independently
- Ability to meet deadlines
- Must have valid driver's license and a personally insured vehicle (mileage reimbursement provided for work-related travel)
- Must attend Green Iowa organizational/professional trainings, and local partnership trainings
- Must have reliable attendance with a positive attitude

Position: Summer Member

Position Outline: Summer Green Iowa AmeriCorps Members work on projects in conjunction with the City of Oskaloosa Public Works Department, Mahaska County Soil and Water Conservation District, and William Penn University to complete land & water stewardship-related assignments.

Member Duties:

- Work with the Mahaska Partners to complete projects such as prairie restoration, pollinator gardens, storm water retention basin retrofit, rain garden development, and more
- Collect land and water quality data; assist with annual report mailings; help with crop cover and other surveys
- Participate in training on the equipment and assessment tools used for water sampling
- Provide final compilation of data obtained to the Public Works Director and/or Soil & Water Conservation District Project Manager
- Assist with ongoing GIS data collection on storm water infrastructure, working with city and county personnel and professional consultants where appropriate
- Assist with other administrative duties including scanning documents, populating spreadsheets, creating ACPF analyses/reports, and cataloguing information when not in the field
- Develop and Assist with land and water stewardship events when applicable
- Other land and water stewardship activities and events as assigned by partnership supervisors, including outreach activities, developing and planting pollinator gardens, hosting workshops (rain barrels, bluebird houses, etc.), planting and maintaining prairie stands, etc.

Green Iowa AmeriCorps | Summer Member Host Site Position Description(s)

- Help create marketing materials and signage for events and projects, maintain social media and website, work with committees as appropriate, make presentations on program and projects
- Attend all weekly meetings as appropriate
- 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
- 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 may possess the following skills:

A wide variety of skills is vital to any organization. Potential Members may have unique skillsets. We look for the most common professional skills, as well as additional skillsets, such as:

- Networking
- Professionalism
- Creativity
- Problem Solving/Decision Making
- Ability to research, organize and communicate; create and manage social media pages; write media releases, articles and blog posts; create brochures, flyers, advertising for distribution; take pictures and video to include with narratives
- Knowledge of GIS (mapping) and GPS (data collection and navigation)
- Work with diverse volunteers, partnerships and community on tasks and events
- Knowledge of Microsoft Office applications, strong writing skills, knack for presenting and public speaking

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

As Members determine where their interests lie, our partnership supports development activities such as conferences, workshops and certifications, and works to introduce Members to a variety of professionals in the land and water stewardship field and adjacent careers to help them build proactive networks. In addition to the experts from the City's Public Works Department (Engineering Tech); the County Soil & Water Conservation District (NRCS and Watershed Coordinators); Faculty and Staff at WPU; area professionals from conservation, county roadside management, and Trees Forever; and state professionals like foresters, DNR, and urban conservationists; we assist the Members in identifying opportunities for a research connection, developing grant writing skills, or learning about prairie burns and certifications. We work with a large group of public, private, and non-profit community groups which provide the Members a chance to build networks advantageous beyond the AmeriCorps experience.