

Fenner Nature Center AmeriCorps Stewardship Coordinator Position Description



Department/Division: Fenner Conservancy Volunteer Program

Benefits: \$3,125 living allowance, \$1,415 educational allowance, loan forbearance

Schedule: 450 hours between June 6 and August 26; daily schedule TBD as needed

Position Description: Under the direct supervision of the Program Manager, the AmeriCorps Stewardship Coordinator will undertake the following responsibilities:

Administrative (35%):

- Manage volunteers, including recruitment, training, scheduling, and evaluation for the Fenner Conservancy Volunteer Program, particularly for the Stewardship Team
- Facilitates volunteer support to meet Fenner Conservancy needs
- Develop Team Leaders and utilize volunteers appropriately
- Collaborate with staff on logistical issues (i.e., room scheduling, building access, equipment use, etc.)
- Submission of volunteer logs to staff, maintaining volunteer files and database information, and distributing outreach materials as needed
- Provide assistance to the public in person, on the phone, and via the internet related to the Volunteer Program
- Oversee the planning and implementation of volunteer events, including trainings, providing support as needed to Team Leaders
- Provide the Program Manager and Volunteer Coordinator with monthly reports and other information when requested

Programmatic (65%):

- Lead and participate in volunteer activities across all volunteer teams, with a heavy focus on stewardship projects, including trail maintenance and construction, maintenance of various gardens, and removal of invasive species.
- Provide educational opportunities for the public related to volunteer efforts at Fenner Nature Center, which may include on-site and off-site presentations, interpretation, and other similar methods of outreach
- Lead orientation and training programs when needed

Other Information: This position requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

Summer-only AmeriCorps members will be required to complete 450 service hours from June 6 through August 26. They must also attend a mandatory AmeriCorps orientation at the Ingham County Health Department on June 6, 8, and 9.

Compensation: Members will be provided extensive training (on and off site), a \$3,125 living allowance, a \$1,415 educational award at the successful completion of the service term, and loan forbearance for qualified student loans.

For more information about AmeriCorps, visit www.americorps.gov. Contact Katie Ellero, AmeriCorps Program Coordinator, to apply. (kt.ellero@gmail.com, 517-887-4596)