



## **AmeriCorps Position Opening TreeUtah Ecological Restoration & EcoGarden Assistant**

Applications are now being accepted for a full-time, 10 to 11-month (1700 hours) AmeriCorps position to begin in mid to late February 2010 and likely continue through mid-December, 2010.

This is an individual placement position through the Utah State University, Utah Conservation Corps (USUUCC), AmeriCorps Program. USUUCC will provide the selected individual with \$11,400 annual living allowance; educational award of \$4,725 (upon completion of entire internship); health insurance option; child care (for qualified members); and student loan deferment during service period. There is also the option of receiving university credit hours through Utah State University for this internship. This position will provide the member with professional Non-Profit experience and will encompass multiple large-scale ecological restoration activities including planting, irrigation, volunteer recruitment, outreach, and site maintenance. Work hours are variable and somewhat flexible but will include frequent Saturdays and rare, but potential, evening and Sunday activities.

### **Responsibilities:**

- Expand and improve site maintenance and seedling plantings at the Audubon/TreeUtah ecological restoration site located in South Jordan, Utah (located approximately 15 miles south of downtown Salt Lake City). This includes leading groups of volunteers during planting, site maintenance, and some vegetation management efforts
- Physically maintain TreeUtah's Ecological Garden Demonstration Site: weeding, maintenance of irrigation system, hand-tool organization/maintenance, etc. This includes recruiting and managing volunteers.
- Keep current, accurate and detailed records of volunteers, volunteer hours, irrigation controls, and related activities.
- Assist, when needed, on other office projects (e.g. special event coordination, answering phones, helping with community tree plantings, writing newsletter articles, and creating outreach materials)
- Data collection and entry using GIS (Geographic Information System) technology and a hand-held GPS (Global Positioning System) unit
- Community outreach with partners, potential donors and volunteers, ability to make public presentations and attend tabling events as needed.
- Grant research and assist in grant writing efforts, as needed
- Attend monthly coordination and progress meetings with USU UCC project sponsors.

### **Qualifications:**

Required:

- Able to work independently and confidently, given appropriate guidance and training from supervisor, including leading volunteer groups.
- Demonstrated ability to work with, and supervise, diverse groups of volunteers of all ages, including but not limited to school classes (elementary to college level), scouts groups, religious groups, and adjudicated youth

- Detail oriented and excellent record keeping skills and be able to maintain consistent and accurate records of personal and volunteer group hours worked, and to produce thorough written summaries of work efforts, maintenance logs, and data collection
- Able to clearly and confidently communicate both verbally and in writing with TreeUtah staff and community contacts
- Capable of physical labor and enjoy working outside, even in extreme temperatures and inclement weather. This includes routinely lifting 50 lbs. and occasionally more; working in areas that can cause seasonal allergies (hay fever); willingness to work with all forms of vegetation control including, but not limited to, mechanical and chemical means
- A valid driver license and the ability and willingness to drive a manual transmission on a regular basis
- Able to think on your feet, be flexible, and creatively solve unexpected problems
- Computer literate and familiar with technology. Proficiency with MS Office products and basic database management.

Preferred, but not required:

- Global environmental perspective, and able to motivate and educate others on ecological restoration principles
- Ecological restoration or related experience
- GIS/GPS technology experience
- Past volunteer or non-profit experience
- Experience with fruit trees/orchards
- Ability to speak Spanish

### **How to Apply:**

Applications are being accepted immediately. **To be considered for this position we must receive your information by close of business on Friday, January 29, 2010.** Send a cover letter, resume and contact information for three to five references to Vaughn Lovejoy, Ecological Restoration Coordinator, at [madtreeplanter@yahoo.com](mailto:madtreeplanter@yahoo.com) or fax to (801) 364-6889; or via US mail at:

TreeUtah  
 Attn: Vaughn Lovejoy/UCC Internship  
 740 South 300 West, #301  
 Salt Lake City, Utah 84101

Please visit our website for more information at [www.treeutah.org](http://www.treeutah.org)