

AmeriCorps Job Opening

TreeUtah Environmental Education Assistant

Applications are now being accepted for a full-time, 10- to 11-month (1,700 hours) AmeriCorps position to begin in early to mid-March 2010 and to likely continue through December, 2010.

This is an individual placement position through the Utah State University, Utah Conservation Corps (USU-UCC), AmeriCorps Program. USU-UCC 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. The intern will gain a variety of hands-on experiences in the areas of environmental education, tree planting and land management. The intern will assist TreeUtah's Senior Forester, the head of our urban and community forest program, in developing and implementing a variety of environmental education programs for both young people and adults. The hands-on field experience will include a variety of tasks including working with volunteers to plant trees, caring for newly planted trees, recording wildlife sightings and natural history events on our environmental education site of the Jordan River.

Note: Work hours are variable and somewhat flexible, but will include frequent Saturdays. Work hours may also include, from time to time, evening and Sunday activities.

Responsibilities:

- Planting trees and seedlings, along with doing the preparation and planning work that goes into successful tree planting projects.
- Working with volunteers, both school age and adults, to accomplish the above mentioned tree and seedling plantings. These plantings include public planting in communities around the state, as well as plantings at a local TreeUtah environmental education site.
- Assisting in recruiting and managing volunteers.
- Running environmental education programs, primarily in the field (although may include some indoor presentations and activities). Much of this program will center around a local TreeUtah environmental education site on the Jordan River, but there will be a number of education programs that will be scattered around the state.
- Providing assistance in the development of curriculum for TreeUtah environmental education programs for use both in the field and in the classroom.
- Recording wildlife sightings and natural history events on our natural area education sites along the Jordan River.
- Keeping accurate and detailed records related to volunteers, volunteer hours, and numbers of trees and seedling planted.
- Assisting, when needed, with other office projects (e.g. special event coordination, answering phones, writing newsletter articles, and creating outreach and educational materials)
- Maintenance of TreeUtah website and creation and management of monthly electronic newsletters
- Doing community outreach with partners, potential donors and volunteers, which will include making presentations to the public and staffing tabling at events as needed.
- Researching fundraising opportunities and assisting in grant writing efforts.
- Attending monthly coordination and progress meetings with USU-UCC project sponsors.

Qualifications:

Required:

- Demonstrated enthusiasm for, and curiosity about, the natural world.
- Demonstrated interest in sharing that enthusiasm with others.
- Ability to work with, and direct, groups of volunteers of all ages, including, but not limited to, school classes (elementary to college level), summer campers, scouts groups, religious groups, adjudicated youth, as well as adults.
- Ability to work independently and confidently, given appropriate guidance and training from supervisor. This ability is especially important in the planning and scheduling of programs/projects with community and school group representatives and working with these groups during the actual activities.
- Detail oriented and excellent record keeping skills; the ability to maintain consistent and accurate records and to produce thorough, written summaries of work efforts, wildlife sightings, natural history events and other relevant information.
- Ability to clearly and confidently communicate both verbally and in writing with TreeUtah staff, TreeUtah members and volunteers, community contacts, and others.
- Computer literate and familiar with technology. Proficiency with MS Office products and basic database management.
- A valid driver license and the ability and willingness to drive a manual transmission vehicle on a regular basis.
- Ability to think on your feet, be flexible, and creatively solve unexpected, non routine problems.
- ***The person in this position must enjoy working in the out of doors and must be capable of physical labor, even in extreme temperatures and inclement weather.*** The work routinely involves: lifting 50 lbs. and occasionally more; working in areas that can cause seasonal allergies (hay fever); and performing a variety of activities related to field work, including hauling, digging, pruning, and weeding.

Preferred, but not required:

- A demonstrated desire to educate others on the benefits of trees, wildlife and natural habitats.
- An ability to cause people to care about the natural world and the proper stewardship of our environment.
- Experience planting trees and shrubs, or related experiences.
- Able to travel (infrequently) to other parts of Utah for 2-3 days at a time to conduct workshops
- Familiarity with natural history field guides for the identification of trees and other wildlife.
- Past volunteer or non-profit experience.
- Experience working with groups of school age children and adults in an educational setting.
- Experience with HTML or other website editing software
- Ability to speak Spanish.

How to Apply:

Applications are being accepted immediately.

To be considered for this position we must receive your information by Wednesday, February 10, 2010.

Send 1) a cover letter; 2) a resume; and 3) contact information for three to five references to:

Hob Calhoun, Senior Forester, at hob@treeutah.org or fax to (801) 364-6889; or via US mail at:

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

Please visit our website for more information at www.treeutah.org