



Position Description

Sierra Nevada AmeriCorps Partnership

Position Title: Monitoring & Restoration Coordinator
Host Site: Alpine Watershed Group
Site Supervisor: Sarah Green
Contact: 530-694-2327 avg.sarah@gmail.com

Position Location: Markleeville, CA

Organization Description: The mission of the Alpine Watershed Group (AWG) is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. AWG's region encompasses all of Alpine County which includes the headwaters of five watersheds – the American, Carson, Mokelumne, Stanislaus and Upper Truckee.

The Alpine Watershed Group's role is to monitor water quality, assist with needed restoration projects and engage community participation in order to maintain healthy watershed systems. With the participation of a diverse stakeholder group, the organization builds community collaboration around watershed management and restoration efforts. Since 2001, AWG serves a critical role in collaborative watershed planning and restoration in Alpine County.

Program Description:

The organization helps to facilitate collaboration of all stakeholders around watershed management and engaging community members in needed watershed monitoring and stewardship efforts. AWG has three primary program areas – water quality monitoring, stream restoration and community outreach and involvement. The Monitoring and Restoration Programs strive to assess watershed conditions and identify appropriate restoration projects for implementation. Markleeville Creek Day is an annual work day involving community members in hands-on watershed restoration projects such as stream bank stabilization, vegetative protection, willow planting, invasive weed removal, trash clean-up and rehabilitation of stream-side parks.

Position Description: The Monitoring & Restoration Coordinator's primary focus is to recruit and coordinate volunteer involvement in AWG's watershed programs. Primary responsibilities include the following:

- Coordinate the Volunteer Water Quality Monitoring Program
- Recruit volunteers to participate in monitoring and restoration activities

- Participate in water monitoring activities and restoration projects
- Plan and coordinate annual Markleeville Creek Day event
- Assist with the development of outreach materials such as event flyers, program descriptions and educational materials
- Table local and regional community events with organizational display and educational materials
- Assist with conducting youth education programs, including classroom presentations, hands-on activities and field work
- Assist with web marketing tools including website, Facebook, and newsletter
- Assist with general publicity – press releases and meeting announcements
- Assist with office staffing and maintenance

Required Qualifications:

- Background in natural resource or environmental science
- Capability to coordinate volunteer-based programs and events
- Strong interest in working with and educating youth
- Ability to work independently and manage multiple projects
- Proficient computer skills including word processing, spreadsheets, email and internet
- Strong verbal and written communications skills and analytical thinking ability
- Ability to work evenings and weekends as needed
- Reliable transportation
- Ability to work at a desk/computer for up to 8 hours a day

Desired Qualifications:

- A working knowledge of watershed processes and resource management techniques
- Experience planning community events and coordinating volunteers
- Demonstrated ability to facilitate and lead groups
- Strong enthusiasm for volunteer-based programs
- Passion for environmental stewardship, collaboration and citizen involvement

Additional Benefits:

- Live and work in a quaint town nestled in the headwaters of the California Alps
- Gain valuable work experience with various aspects in the field of watershed management
- Work with a team of committed volunteers, community members, board and staff

Website: www.alpinewatershedgroup.org



Member Service Plan Sierra Nevada AmeriCorps Partnership

<p>Host Site: Alpine Watershed Group Position Title: Monitoring & Restoration Coordinator Designated Site Supervisor: Sarah Green Term of Service: Mid-October 2016 – Mid-September 2017, exact dates TBA</p>

Organizational Background:

The mission of the Alpine Watershed Group (AWG) is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. AWG's region encompasses all of Alpine County which includes the headwaters of five watersheds – the American, Carson, Mokelumne, Stanislaus and Upper Truckee.

The Alpine Watershed Group's role is to monitor water quality, assist with needed restoration projects and engage community participation in order to maintain healthy watershed systems. With the participation of a diverse stakeholder group, the organization builds community collaboration around watershed management and restoration efforts. Since 2001, AWG serves a critical role in collaborative watershed planning and restoration in Alpine County.

Organizational/Program Goals 2015-16:

Watershed Goal 1 is to preserve and enhance the natural system functions of the watershed. The tasks outlined under this goal address the need to identify and develop the systems in place for watershed monitoring and restoration. This will involve working in collaboration with AWG partners to get a better grasp on the scope of current monitoring and restoration programs. It will also entail expanding its volunteer monitoring program and training new volunteers to get involved.

Watershed Goal 2 is to increase community awareness and participation for enhanced watershed stewardship. One primary aspect required to adequately address watershed management and protection involves enhanced community education and outreach about land use impacts. AWG will work to increase the diversity and commitment of our group members. A communication system will be established to keep all watershed stakeholders informed and involved in the collaborative planning process. This goal will also succeed in directly engaging community members in hands-on restoration work.

Watershed Goal 3 is to build the capacity of the Alpine Watershed Group to sustain a long-term community-based watershed program for the Upper Carson River Watershed. Tasks under this goal are intended to augment AWG's local and regional support

network. AWG will also ensure program sustainability by establishing a fundraising plan that incorporates a diversity of funding sources including government, foundation and individual donations.

Member Service Plan Overview and Outcomes:

The Watershed Program Assistant's primary focus is to recruit and coordinate volunteer involvement in AWG's watershed programs. Primary responsibilities include the following:

- Coordinate the Volunteer Water Quality Monitoring Program
- Recruit volunteers to participate in monitoring and restoration activities
- Participate in water monitoring activities and restoration projects
- Plan and coordinate annual Markleeville Creek Day event
- Assist with the development of outreach materials such as event flyers, program descriptions and educational materials
- Table local and regional community events with organizational display and educational materials
- Assist with conducting youth education programs, including classroom presentations, hands-on activities and field work
- Assist with web marketing tools including website, Facebook, and newsletter
- Assist with general publicity – press releases and meeting announcements
- Assist with office staffing and maintenance

Service Position Major Projects:

1. Watershed Restoration and Assessment:

- a. **Priority Project:** Coordinate the Volunteer Water Monitoring Program – plan and coordinate volunteer water quality sampling events; perform water quality sampling as needed; assist with partner agency monitoring and restoration opportunities if possible.
 - i. **Projected Hours:** 400
 - ii. **Estimated Outcome:** N/A
- b. **Priority Project:** Markleeville Creek Day and other restoration work days - Coordinate the annual Markleeville Creek Day event; Plan and coordinate other restoration work days (such as Hope Valley willow planting) for AWG volunteers.
 - i. **Projected Hours:** 400
 - ii. **Estimated Outcome:** 1 acre
- c. **Watershed Restoration and Assessment Totals:**
 - i. **Total Projected Hours:** 800
 - ii. **Total Estimated Outcome:** 1 acre

2. Watershed Education and Outreach

- a. **Priority Project:** .General Community Outreach – develop presentation and collect educational resources for making outreach to general public, local groups and other

opportunities (such as the Alpine Aspen Festival and Death Ride recycling); tabling at local/regional meetings and events; assist with press release development and program flyers as needed;

- i. Projected Hours:** 200
 - ii. Estimated Outcomes:** (Complete one of the following for this project)
 - 1. Presentations** (Presentations and/or Service Learning projects of at least 30 minutes in which the member will be able to query participants with a pre and post-test): 50 people
 - 2. Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 50 people
 - b. Priority Project:** Youth Education Programs - Identify interested teacher at the schools and educational leads at the tribe; Plan youth education programs, including classroom presentations, hands-on activities and field work; Maintain communications with schools/teachers regarding watershed-based educational tools and training opportunities
 - i. Projected Hours:** 50
 - ii. Estimated Outcomes:** (Complete one of the following for this project)
 - 1. Presentations** (Presentations and/or Service Learning projects of at least 30 minutes in which the member will be able to query participants with a pre and post test): 10 people
 - 2. Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 0 people
 - c. Priority Project:** Materials & Resources – develop various types of outreach materials and resources including website, brochure, logo, electronic newsletter with organizational highlights, program announcements, partner news and regional watershed events.
 - i. Projected Hours:** 140
 - ii. Estimated Outcomes:** (Complete one of the following for this project)
 - 1. Presentations** (Presentations and/or Service Learning projects of at least 30 minutes in which the member will be able to query participants with a pre and post test): 0 people
 - 2. Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 0 people
 - d. Watershed Education Totals:**
 - i. Total Projected Hours:** 390
 - ii. Total Estimated Outcomes:**
 - 1. Presentations:** 60
 - 2. Outreach:** 50

3. Volunteer Recruitment and Support:

- a. Priority Project:** Volunteer Monitoring & Restoration – volunteer recruitment and support for program involvement (monitoring and restoration)
 - i. Projected Hours:** 150
 - ii. Estimated Outcomes:**

1. **Number of Volunteers Recruited:** 10
 2. **Total # of Hours Served by Volunteers:** 40 hours
 - b. **Priority Project:** Creek Day – recruiting and directing volunteers for event planning and project leadership at the event
 - i. **Projected Hours:** 50
 - ii. **Estimated Outcomes:** (Complete one of the following for this project)
 1. **Number of Volunteers Recruited:** 20
 2. **Total # of Hours Served by Volunteers:** 80 hours
 - c. **Volunteer Recruitment and Support Totals:**
 - i. **Total Projected Hours:** 200
 - ii. **Total Estimated Outcomes:**
 1. **Number of Volunteers Recruited:** 30
 2. **Total # of Hours Served by Volunteers:** 120
4. **Resource Attainment:** (Please note that members can complete no more than 170 hours of Resource Attainment Activities. Resource Attainment activities must raise money that goes directly to member service projects. Members may NOT raise general funds, write federal grants, or write grants to cover your site's cash match.)
 - a. **Priority Project:** Creek Day donations – solicit financial support and supply donations for event and project needs
 - i. **Projected Hours:** 100
 - ii. **Estimated Outcomes:**
 1. **Number of Donations (Grants, Services, Goods, etc):** 5
 2. **Dollar Amount of Donation:** \$2,000
 - b. **Resource Attainment Totals:**
 - i. **Total Projected Hours:** 100
 - ii. **Total Estimated Outcomes:**
 1. **Number of Donations:** 5
 2. **# of Hours Served by Volunteers:** \$2,000
5. **Member Training and Development:** (Please note that members can complete no more than 340 hours of training.)
 - a. **SNAP Specific Trainings:** Required SNAP Member Orientation, Spring Training and Service Projects, Sierra Nevada Alliance Annual Conference, and Graduation
 - i. **Projected Hours:** 130 Hours
 - b. **Site Specific Orientation:** Staff will initially provide orientation to the Member on organizational background, structure, mission, and program area details. Monthly meetings will provide opportunities for the Member to develop and foster relationships with group and board members. As specific tasks are assigned within given program areas, staff and board members will provide training, mentoring, and feedback to the Member ongoing.
 - i. **Projected Hours:** 30
 - c. **Site Specific Training:** AWG staff members are well qualified in numerous areas pertaining to watershed science, assessment and monitoring, planning, volunteer

recruitment and training, composing outreach materials and general community outreach strategies, grant and budget management, and overall program management. Skills training for specific tasks and program areas will be provided ongoing. Additionally, training opportunities in various areas from outside the organization via workshops will be available as determined appropriate. AWG will work closely with the Member to ensure skills and career training objectives are being met.

i. Projected Hours: 50

d. Member Training and Development Totals:

i. Total Projected Hours: 210

6. Total Hours Must be at least 1700 hours: 1700 hours

7. Percentage Totals:

a. Watershed Restoration and Assessment: 800 hours – 47%

b. Watershed Education and Outreach: 390 – 23%

c. Volunteer Recruitment and Support: 200 – 12%

d. Resource Attainment: 100 – 6%

e. Member Training and Development: 210 – 12%