



Position Description
Sierra Nevada AmeriCorps Partnership

Position Title: *COSA Education Coordinator*
Host Site: *Bishop Paiute Tribe Environmental Management Office*
Site Supervisor: Brian Adkins, Environmental Director
Contact: 760-784-1423 *brian.adkins@bishoppaiute.org*

Position Location: Bishop Paiute Reservation. The 875 acre Reservation is located immediately adjacent to the City of Bishop in the beautiful Owens Valley. Surrounded by mountains of the Sierra Nevada and White/Inyo ranges and close to Yosemite National Park, Death Valley and Inyo National forest the area is a wonderful place to live for people that numerous hiking, climbing, skiing and fishing opportunities.

Organization Description:

The Tribes Environmental Management office hosts a variety of programs including water quality, air quality and natural resource programs with the mission to improve the environment of the Reservation and surrounding aboriginal homelands (Inyo/Mono counties). The office consists of approximately 5-6 team oriented natural resource professionals that work in conjunction with other tribal departments, local land management agencies and non-profit groups to increase the capacity of the Tribe for stewardship opportunities. Recent exciting projects include development of a 25 acre conservation open space area (COSA), creating native plant gardens and working with local youth in afterschool educational/stewardship programs.

Program Description:

The Bishop Paiute Tribe is taking proactive steps to restore wetland habitat within their reservation boundaries and on adjacent federal lands within their aboriginal territory where the Tribe is taking its first steps in co-managing an area of interest that includes the sensitive area known as Fish Slough located within an Area of Critical Environmental Concern located on the Volcanic Tablelands and under management from the Bureau of Land Management. Of interest to the Tribe is several species of native fish and plants. Of special importance is the protection of the declining federally endangered and California fully protected Owens Pupfish. The Tribe has taken steps on creating a native fish refuge within their reservation Conservation Area. A large amount of work and federal dollars has created a water supply, ponds and interpretive walking trails. The Tribe is receiving funding through the USFWS to enhance the habitat of the area to allow the eventual introduction of this fish as well as initiate educational opportunities for elementary school adjacent to the area. The Programs will include working on wetland habitat restoration in the Reservation COSA as well as on co-management projects on federal lands (BLM-Fish Slough). The program will include developing fun journal based activities for schoolchildren and general public. Supporting projects will include developing a native plant interpretative material for the area, assisting in developing conservation plan, leading environmental educational activities in tribal events (Earth Day, Housing/Energy Fair, etc.)

Position Description:

The **COSA Educational Coordinator** will join the staff of the Bishop Paiute Tribe Environmental Management Office in 2015 to assist the Natural Resource Program on selected wetland habitat restoration projects; coordination and development of educational activities and to organize and participate in series of selected community environmental outreach events.

Major Roles and Responsibilities: The main project is assisting with the Bishop Paiute Tribe Conservation Open Space Area (COSA) project and the nearby Fish Slough area located on BLM managed Volcanic Tablelands . Members will:

- Assist EMO Natural Resource Program Natural Resource Specialist in meeting annual habitat monitoring and restoration objectives within reservation COSA and BLM Fish Slough areas;
- Create promote a network of volunteers to support restoration and educational efforts
- Coordinate and provide support for all adult and youth educational activities in COSA
- Develop and promote new environmental programs, displays, or community outreach as indicated in Service Plan or in consultation with Site Supervisor
- Organize and participate in selected environmental outreach events hosted by Tribal environmental office as determined by Service Plan and Site Supervisor
- Regularly attend meetings with Site Supervisor; Natural Resource Program; tribal directors and committees as needed to review plans, gain approval and report on progress; including Tribal Environmental Protection Agency (TEPA); Tribal Historic Preservation Officer (THPO); Bishop Paiute-Shoshone Cultural Center; Bishop Paiute Development Corporation (BPDC) and Bishop Paiute Tribal Council
- Attend trainings, events, workshops, outreach as necessary to improve skills to aid project completion

Required Qualifications:

- Ability to work at a computer station and typing for up to 8 hours a day
- Ability to hike and be on your feet for up to 8 hours at a time to assess sites and monitor volunteers
- Ability to drive for up to 8 hours to access sites and trainings across the Sierra
- Strong computer and organizational skills
- Strong verbal and written communication skills
- Ability to work well independently and with others
- Physically able to perform regular wetland management tasks (e.g. bending, lifting up to 40 lbs, wading in standing and running water, digging with shovel, cutting with rice knives etc.)
- Must be able to be outdoors for up to 8 hours per day

Desired Qualifications:

- Prior experience in environmental education, creating museum displays and hands-on activities, website design/management, creating educational volunteer coordination, and event planning and coordination
- An basic understanding of species recovery, restoration concepts
- Familiarity with native fish, plants and bird identification
- Reliable transportation

Additional Benefits:

The member will be a part of a team of environmental professionals working towards common goals of enhancing the environment of the Bishop Paiute Reservation. The member will

- *Live in the beautiful Owens Valley, a mecca for outdoor recreation activities including skiing, mountain biking, rock climbing, and hiking close to Inyo National Forest, Yosemite National Park and Death Valley National Park.*
- Be included in all dept. staff meetings, regular tribal staff trainings and tribal employee events including tribal environmental youth field trips and outreach events.
- *Work in a fun, friendly office that is a great place to develop professional skills and learn from others*
- *Gain valuable experience and networking opportunities by working with the Sierra Nevada Alliance, an organization that is a network of over 100 conservation groups in the Sierra Nevada*

Website: <http://www.bishoptribeemo.com/>



Member Service Plan

Sierra Nevada AmeriCorps Partnership

Service plans lay the framework for what each member will be doing during their service. Service plans detail the major projects and expected results each member will have. Members review these service plans during the application process to find the position that most closely matches their experience as well as their career goals and professional development needs.

Host Site: Bishop Paiute Tribe Environmental Management Office

Position Titles: COSA Education Coordinator

Designated Site Supervisor: Brian Adkins

Term of Service: October 2016 – September 2017

Organizational Background: The Tribes Environmental Management office hosts a variety of programs including water quality, air quality and natural resource programs with the mission to improve the environment of the Reservation and surrounding aboriginal homelands (Inyo/Mono counties). The office consists of approximately 5-6 team oriented natural resource professionals that work in conjunction with other tribal departments, local land management agencies and non-profit groups to increase the capacity of the Tribe for stewardship opportunities. Recent exciting projects include development of a 25 acre conservation open space area (COSA), creating native plant gardens and working with local youth in afterschool educational/stewardship programs.

Organizational/Program Goals 2015-2016: The Mission of the EMO is to protect the environment, natural and cultural history of the Owens Valley Paiute and the Bishop Paiute Tribe. The EMO works to protect the environment on the Bishop Paiute Reservation and on the aboriginal lands of the Owens Valley Paiute which extends into Mono and Inyo Counties. The department has extensive air quality, water quality, natural resource and environmental education programs and functions as the Environmental Protection Agency of the Tribal government. Through federal funding mechanisms the Bishop Paiute Tribe is developing their 25 acre conservation area located on the Bishop Paiute Reservation to include walking trails, newly constructed fish habitat for federally endangered Owens Pupfish and other California sensitive species fish and plants. Interpretative trails are being built to connect the local schools with the Tribes Cultural Museum where interpretive displays are being designed and constructed. The Tribe is working with local federal and state agencies to take first steps to assist in “co-management” of areas of importance to Tribes on federal and private land including Fish Slough located in an Area of Critical Environmental Concern located on BLM Volcanic Tableland property near the reservation. The Tribe desires to build upon outreach programs developed by past SNAP AmeriCorps member as well as continue restoration of COSA area to achieve restoration and educational goals. The SNAP member will work to support the restoration goals for the EMO

Natural Resource Program as well as coordinating all outreach and education in the area with respect to environmental resource themes.

Member Service Plan Overview and Outcomes: The COSA Education Coordinator will continue to expand, develop and deliver a high level of educational programs for the organization and with organization partners by involving the Tribal community and the surrounding community in watershed and wetland restoration, site visits, field trips, seminars, work projects, and fun children's events. The COSA Education Coordinator member will assist Environmental Management Office's Natural Resource Program to assist in the watershed restoration and enhancement including:

- Assist with ongoing and new habitat restoration projects to meet current restoration and monitoring objectives in Tribal COSA wetland areas.
- Assist with ongoing Tribal efforts to meet current restoration and monitoring objectives on co-managed BLM volcanic tablelands
- Participate in planning meetings conservation planning, including research, report writing, site visits, and meetings with partners
- Coordinating annual activities for youth and adult environmental education in COSA area.
- Assist with maintaining existing partnerships and programs in area and establishing new educational programs in consultation with the Tribe.
- Design, production and distribution of educational materials (plant guide, animal guide, update COSA brochure) that increase public awareness and support for effective watershed and habitat protection and enhancement including Cultural Center exhibits.
- Recruitment and management of program related volunteers
- Assistance with conservation area monitoring and land stewardship programs on Bishop Paiute Reservation and BLM Volcanic Tablelands area.

Service Position Major Projects:

1. Watershed Restoration and Assessment:

- a) Priority Project:** Habitat Restoration for native fish (Owens Pupfish, Owens Speckled Dace, Owens Tui Chub) and California sensitive plants(Owens checkerbloom, Inyo Mariposa Lily, and tribally valued native plants (Nupeeche, Nahavita, Taboose, etc) in COSA and Fish Slough areas. Work with Bishop Paiute Tribe, Bureau of Land Management and California Department of Fish and Game and private landowners to monitor results and implement habitat restoration project, including development and implementation of long term monitoring, removal of invasive plants, and coordinating volunteers and staff in increasing local awareness and support for native fish restoration and watershed health. Project location Bishop Paiute Tribe and BLM Volcanic Tablelands

i. Projected Hours: 583

ii. Estimated Outcome: 15 acres

b) Priority Project: Assess and complete identified sections of COSA Conservation Plan for purpose of future protection and management of COSA area and adjacent wetland areas. Includes assessment of select project areas at Fish Slough. writing, site visits, and meetings with partners.

- i. Projected Hours: 301*
- ii. Estimated Outcome: 0 acres*

c) Watershed Restoration and Assessment Totals:

- i. Total Projected Hours: 884 hours.*
- ii. Total Estimated Outcome: 15 Acres restored*
 - 1. Total acres Restored by Member: 5 acres
 - 2. Total acres Restored by Volunteers 10 acres.

2. Watershed Education and Outreach

a. Priority Project: Help continue to coordinate, permit and develop environmental educational activities for elementary school adjacent to COSA area. Assist in expanding and coordinating activities with middle school and high school biology classes to a use level deemed acceptable by the Tribe. Organize, conduct, and promote a short series of introductory field trips run out of COSA Corner for groups that are interested in a general overview of area or for specific interests (birds, fish, trees etc) to a use level deemed acceptable by the Tribe. Member will support efforts of current tribal staff, in developing content, design and fabrication of educational program/displays for COSA Corner in Tribal Museum. Member will work to recognize and maintain established partnerships such as Inyo County Office of Education – Taking Root program, Audubon Society - Birds in the Classroom/bird surveys; ESICE – Exploring a Wetland; the Eastern Sierra Land Trust, Friends of the Inyo, Paiute-Shoshone Cultural Center and local federal land management agencies. Member will organize field trips in COSA and Volcanic Tablelands and create and compile and distribute educational materials as directed.

- i. Projected Hours: 150*
- 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): 770
 - 2. **Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 0

- b. **Priority Project:** Conduct environmental outreach activities at Bishop Paiute Environmental Management Office Educational Outreach Events and Environmentally themed field Trips. Member will work with EMO staff to organize and conduct Environmental Outreach Activities including Bishop Paiute Tribe Earth Day (April), World Water Day (April) and Owens Valley Tribal Environmental Youth Day trips/camps (July-Aug) as they arise.
 - i. **Projected Hours:** 168
 - 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
 - 2. **Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 94

- c) **Priority Project:** Develop materials and signs for plants of interest within COSA Area and area in the cultural center. Member will work with local groups such as Eastern Sierra Audubon Society, California Native Plant Society, Sierra Club and the Bishop Tribe to identify native plants and animals in COSA area and to update and develop interpretive native plant/animal brochures, museum displays, and informational signage along trails in COSA. Assist with development and maintenance of interactive COSA exhibits within Tribal Cultural Center, including the fish in the aquarium. Member will also be responsible for assisting in the development/upgrade of a website for the COSA.
 - i. **Projected Hours:** 150
 - ii. **Estimated Outcome:**
 - 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
 - 2. **Outreach** (Educational Outreach in which members will be able to ask participants if the outreach conducted increased their level of understanding): 0

- c. **Watershed Education Totals:**
 - i. **Total Projected Hours:**468
 - ii. **Total Estimated Outcomes:**
 - 1. **Presentations:** 864 people
 - 2. **Outreach:** 94 people

3. Volunteer Recruitment and Support:

- a. **Priority Project:** Habitat Restoration for native fish native and sensitive plants in COSA. Recruit and supervise volunteers to provide support for Tribal Natural Resource Program to monitor habitat, control invasive weeds, plant native plants and create interpretation materials.
 - i. **Projected Hours:** 65
 - ii. **Estimated Outcomes:**
 - 1. **Number of Volunteers Recruited:** 40
 - 2. **Total # of Hours Served by Volunteers:** 80
 - b. **Priority Project:** Habitat Restoration for native fish native and sensitive plants in Fish Slough. Recruit and supervise volunteers to monitor habitat, remove and/or control invasive weeds, plant native plants and create interpretation materials.
 - i. **Projected Hours:** 10
 - ii. **Estimated Outcomes:** (Complete one of the following for this project)
 - 1. **Number of Volunteers Recruited:** 2
 - 2. **Total # of Hours Served by Volunteers:** 6
 - c. **Priority Project:** Organize and Assist with Education Events and Field Trips
 - i. **Projected Hours:** 30
 - ii. **Estimated Outcomes:** (Complete one of the following for this project)
 - 1. **Number of Volunteers Recruited:** 8
 - 2. **Total # of Hours Served by Volunteers:** 100
 - d. **Volunteer Recruitment and Support Totals:**
 - i. **Total Projected Hours:** 105
 - ii. **Total Estimated Outcomes:**
 - 1. **Number of Volunteers Recruited:** 50
 - 2. **Total # of Hours Served by Volunteers:** 186
- d) **Resource Attainment:** (Please note that members can complete no more than 90 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.)
- Priority Project:** Member will explore and submit funding applications to private donors and foundations to help cover volunteer incentives for the Member's habitat rehabilitation projects and educational field trips.
- i. **Projected Hours:** 25hours
 - ii. **Estimated Outcomes:**
 - 1. **Number of Donations (Grants, Services, Goods, etc):** 1 donations
 - 2. **Dollar Amount of Donation:** \$1880
- Resource Attainment Totals:**
- i. **Total Projected Hours:** 25

ii. Total Estimated Outcomes:

1. **Number of Donations:** 1
2. **Dollar Amount of Donations:** \$1800

e) Member Training and Development: (Please note that members can complete no more than 340 hours of training.)

SNAP Specific Trainings: Required SNAP Member Orientation, Spring Training and Service Projects, Sierra Nevada Alliance Annual Conference, and Graduation

- i. Projected Hours:* 117 hours

Site Specific Orientation: SNAP member will be oriented on EMO completed and current environmental and conservation projects, conservation policies and procedures, program history with tribal volunteer programs and local history and culture.

- i. Projected Hours:* 28 hours

Native Plants Training: Member will attend Sierra Spring Sojourn hosted by the Bristlecone Chapter of California Native Plant Society on May 31 through June 1, 2016 to become familiar with native, invasive and sensitive plants to be used in restoration in the COSA.

- i. Projected Hours:* 38 hours

Invasive Weed Training: Member will attend a local seminar focused on the eradication of locally invasive weeds.

- i. Projected Hours:* 15 hours

ArcGIS Trainings: Member will attend online GIS courses in order to become proficient in using ArcMap 10.1 to map plants and restoration work on the COSA

- i. Projected Hours:* 20 hours

Member Training and Development Totals:

- i. Total Projected Hours:* 218

f) Total Hours: 1700 hours

g) Percentage Totals:

Watershed Restoration and Assessment: 52%

Watershed Education and Outreach: 28%

Volunteer Recruitment and Support: 7%

Resource Attainment: 1%

Member Training and Development: 12%