



Position Description

Sierra Nevada AmeriCorps Partnership

Position descriptions are used by the SNAP Program to recruit members. Please complete the following form and submit it with your Host Site Application or Reapplication. If you are applying to host more than one member you will need to submit a separate position description for each position you are applying for unless the positions are exactly the same and will have the same service plan. Please keep this document to one and a half pages or less.

Position Title: Education Programs & Field Trips Coordinator
Host Site: Sequoia Riverlands Trust
Site Supervisor: Bud Darwin, Education & Volunteer Director
Contact: (559) 738-0211 x103, bud@sequoiariverlands.org

Position Location: Work will be based out of Visalia. Visalia lies at the feet of the Sierra Nevada, the eastern side of the San Joaquin Valley. It lies within the Kaweah River watershed, just below Sequoia National Park.

Organization Description:

Sequoia Riverlands Trust (SRT) is a regional, non-profit land trust dedicated to conserving the natural and agricultural legacy of the southern Sierra Nevada and San Joaquin Valley. Our mission is to protect working landscapes, wildlife habitat and scenic open spaces, while ensuring that economic growth in our communities remains vibrant and sustainable. To accomplish this, SRT engages landowners, farmers, conservationists and business partners in the counties of Tulare, Fresno, Kern and Kings to collaborate for the land conservation of our Central California heartland.

Program Description:

Sequoia Riverlands Trust (SRT) is dedicated to educating people of all ages about the value of conserving natural and agricultural resources in the counties of Tulare and Fresno. By providing outdoor learning opportunities to schools and the community, SRT facilitates instrumental and purposeful educational programs that instill a lasting bond between the community and the land, fostering greater appreciation for its stewardship. We provide the following learning opportunities and resources to the community:

- In-school, environmental education presentations for grades K-12
- Field trips at Kaweah Oaks, Dry Creek and various other preserves for elementary school students
- Service learning opportunities for youth organizations
- Community outreach through youth mentoring in environmental education and instruction
- Volunteer opportunities for adults and families
- Guided nature walks and outdoor nature education events for nature lovers of all ages

Our goal is to cultivate a sense of connection between humans and nature, impressing upon our youth the importance of stewardship and the need for sustainable use of our most precious resources. SRT's Environmental Education and Intern programs in conjunction with our monthly walks have been created with the purpose of inspiring our community, both young and old, to revere the land, care for it as a community and enjoy all that it has to offer.

Position Description:

The Education Programs & Field Trips Coordinator will be responsible a variety of education programs that take place on SRT's nature preserves, in schools and other educational settings. SRT educational programs will focus on educating all ages of youth, with an included focus on at-risk, under-served K-12 students. Additionally, this person will be responsible for coordinating and managing all field trip activity under the administration of the Education Director. The central theme of all SRT education programs will be to increase the level of public interest and understanding about California's Central Valley and inspire the youth to become life-long stewards of the land and resources which sustain them.

The Education Program & Field Trips Coordinator will be responsible for supporting our education team to develop and deliver various curriculum centered on environment and watershed, sustainability, native/primitive cultures and agriculture. This person will also be responsible for reaching out to teachers and other youth organizations to increase the number of partnerships that SRT has within the community. The Education Programs & Field Trips Coordinator will work with our education team to develop, coordinate and help implement other outdoor education activities/programs such as field trips, monthly walk with volunteer naturalists, and nature camps.

Desired Qualifications:

- 2-5 years teaching experience
- Ability to work with youth of all ages (K-12)
- Ability to be flexible with teaching curriculum both in-class and outdoors
- Knowledge of the San Joaquin Valley social and environmental issues
- Prior experience working for a non-profit or small business

Required Qualifications:

- Bachelors degree in the social science, ecology, biology or environmental science
- At least 1 year of teaching experience working as a camp counselor, classroom teacher, or informal educator.
- Ability to work with people from various socio-political, cultural, and educational background
- Interest in working with at-risk and underserved youth
- Extensive public speaking and outreach experience
- Rudimentary knowledge and understanding of the environmental systems of the San Joaquin Valley
- Ability to walk on uneven terrain, carry moderately heavy loads of 20-30 lbs, withstand high temperatures for several hours at a time
- Willingness to work occasionally on weekends
- Must possess energy and enthusiasm, as well as the patience and group management skills needed to work with elementary school children
- Must be creative, resourceful, and possess the ability to adapt to changing circumstances, quickly and decisively
- Must be well organized, efficient and possess good time management skills
- Must be able to work well independently and as a part of a team
- A sense of humor is a big plus!

Additional Benefits: N/A

Website: www.sequoiariverlands.org



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 for each Member. Members review these service plans during the application process to find the position that most closely matches their experience, career goals and professional development needs. SNAP staff understands that service projects may change based on funding availability, staffing, and other unforeseen circumstances. If Host Sites make major changes to their service plans they must contact their Regional Coordinator to discuss what impacts the changes will have on the Members outputs and results. Sites must also consult with their Member about these changes to ensure that Members are still receiving the training and hands on experience that was originally included in the Service Plan in the Member contract.

Please complete the following form and submit it with your Host Site Application or Reapplication. If you are applying to host more than one Member, you will need to submit a separate Service Plan for each position for which you are applying, unless the positions are exactly the same.

Host Site: *Sequoia Riverlands Trust*
Position Title: *Education Programs Coordinator*
Designated Site Supervisor: Bud Darwin, Education Director,
bud@sequoiariverlands.org
Term of Service: Mid-October 2016 – Mid-September 2017, exact dates TBA

Organizational Background:

Sequoia Riverlands Trust (SRT) is a regional, non-profit land trust dedicated to conserving the natural and agricultural legacy of the southern Sierra Nevada and San Joaquin Valley. Our mission is to protect working landscapes, wildlife habitat and scenic open spaces, while ensuring that economic growth in our communities remains vibrant and sustainable. To accomplish this, SRT engages landowners, farmers, conservationists and business partners in the counties of Tulare, Fresno, Kern and Kings to collaborate for the land conservation of our Central California heartland.

Sequoia Riverlands Trust (SRT) is dedicated to educating people of all ages about the value of conserving natural and agricultural resources in the counties of Tulare and Fresno. By providing outdoor learning opportunities to schools and the community, SRT creates a instrumental and purposeful educational programming that instills a lasting bond between the community and the land, fostering greater appreciation for its stewardship. We provide the following learning opportunities and resources to the community:

- Field trips at Kaweah Oaks Preserve and Dry Creek Preserve students of all ages
- Service and Project Based Learning opportunities for community organizations

- Community outreach through youth mentoring in nature education and instruction
- Volunteer opportunities for adults and families
- Guided nature walks and outdoor nature education events for nature lovers of all ages

Our goal is to cultivate a sense of connection between humans and nature, impressing upon our youth the importance of stewardship and the need for sustainable use of our most precious resources. SRT's Environmental Education and Volunteer Programs have been created with the purpose of inspiring our community, both young and old, to revere the land, care for it as a community and enjoy all that it has to offer.

Organizational/Program Goals 2016-17:

- Expand existing field trip program at SRT Preserves: The Member will develop and implement marketing strategies and coordinate with teachers and other community youth program leaders to design, schedule and facilitate quality outdoor educational programs at SRT Preserves.
- Expand and enhance SRT's Environmental Education curriculum: This member will work to enhance the current curriculum and educational materials being used for SRT programs. The Member will find or create activities that are both fun and exciting as well as educational and aligned with NGSS standards. The Member will create materials (such as laminated cards describing common invasive species or guides to local benthic macro invertebrates) to help enhance educational opportunities at SRT events. The Member will also work with SRT's Director of Marketing to create strategies for promoting our Education programs and the educational opportunities that can be provided through this diverse curriculum.
- Coordinate SRT's Weekly Education Programs: These programs are designed to engage community members of all ages at SRT preserves by providing educational and recreational opportunities to explore the great outdoors. Monthly Walks can focus on appropriate topics that can include a variety of topics. The member will identify topics and recruit local experts to act as guest speakers. The member will develop and implement marketing strategies and coordinate with speakers to design, schedule and facilitate engaging educational opportunities at SRT Preserves.
- Coordinate SRT summer programs and field trips: Design and facilitate summer programs for students which incorporate citizen science, trail design and building, internship opportunities, phenology and other environmental education curricula. The Education Coordinator will design, market, recruit, schedule and facilitate quality outdoor educational summer programs at SRT Preserves.
- Coordinate SRT's WBL internship program: Implement the Work Based Learning internship program that will provide interns (local high school students) with at least 60 hours of WBL opportunities through SRT or other local partner organizations. Program will be developed over the summer for use starting the following school year.
- Assist the SRT Conservation Department with Easement and Mitigation Monitoring The Education Coordinator will support SRT monitoring efforts and help to create educational opportunities to recruit and train volunteers to create a sustainable monitoring program.

Member Service Plan Overview and Outcomes:

The Field Trip and Education Programs Coordinator will be responsible a variety of education programs that take place on SRT's nature preserves, in schools and other educational settings. SRT educational programs will focus on educating all ages of youth, with a primary focus on at-risk, under-served elementary school children. Additionally, the Member will be responsible for coordinating and managing all field trip activity under the administration of the Education

Director. The central theme of all SRT education programs will be to increase the level of public interest and understanding about watershed in which they live, influencing them to become greater stewards of the land and resources which sustain them.

Service Position Major Projects:

- 1) Watershed restoration and assessment
- 2) Watershed education and outreach
- 3) Volunteer recruitment and support
- 4) Resource attainment
- 5) Member training and development

1. Watershed Restoration and Assessment:

- a. Priority Project:** Assist the Land Steward in planning and leading habitat restoration projects at SRT's nature preserves that fulfill major grant obligations. Restoration projects will focus on restoring riparian areas by re-planting native vegetation, minimizing erosion, and removing invasive species. Specific projects include riparian habitat mitigation at Kaweah Oaks, Dry Creek and James K. Herbert preserves, invasive species removal at Kaweah Oaks Preserve, and planting at Blue Oak Ranch. Projects will be planned with Conservation Director.

i. Projected Hours: 200 hours

ii. Estimated Acres Restored: 100

1. Acres Restored by Member (ONLY): 40

- b. Priority Project:** *Conservation easement monitoring.* Coordinate volunteers and organize easement monitoring. Take photos at photo points and carry out other monitoring methods employed by SRT. The member will support SRT monitoring efforts and help to create educational opportunities to recruit and train volunteers to create a sustainable monitoring program.

i. Projected Hours: 50 hours

ii. Estimated Acres Restored: 3,000 acres

1. Acres Restored by Member (ONLY): 3,000 acres

c. Watershed Restoration and Assessment Totals:

i. Total Projected Hours: 250 hours

ii. Total Estimated Acres Restored: 3,100 acres

1. Total Member Acres Restored: 3,040

2. Watershed Education and Outreach

Priority Project: Expand education curriculum. This project will help SRT enhance the educational value of our field trips, service learning projects, in-class presentations, and after-school programs curriculum. The member will also work with the Conservation Dept. to create a Phenology class into

the educational programming. The AmeriCorps member will be responsible for designing these programs, as well as writing, organizing, and re-vamping the current curriculum.

- i. **Projected Hours:** 100 hours
 - ii. **Estimated Education Outcomes:** (Complete one of the following for this project)
 1. **Presentations** n/a
 2. **Outreach** n/a
- b. Priority Project:** Field trip program at Kaweah Oaks Preserve and Dry Creek Preserve. Our field trip program currently brings 1,000 school children to the preserves each year, where they hike through the woods, go on scavenger hunts, and learn about wildlife of the Central Valley. The member will work to promote field trips in order to increase number of students out to the preserve. The AmeriCorps member will build contacts with teachers, develop activities, schedule field trips with teachers, coordinate volunteer naturalists, and lead field trip tours.
- i. **Projected Hours:** 200
 - ii. **Estimated Outcomes:**
 1. **Presentations** 15, 225 participants
 2. **Outreach** 15, 225 participants
- c. Priority Project:** Coordinate SRT's weekly education program. Identify local experts to lead informational hikes and give presentations at SRT's nature preserves. Topics can be diverse, and past themes included native plants, night hikes, bat talks, owl walks, stargazing, and more. The Education Coordinator will document presentations for future events and seek support from local experts to replicate and lead some of these informational hikes. The Education Coordinator will advertise and recruit community participation.
- i. **Projected Hours:** 200
 1. **Estimated Outcomes:**
 2. **Presentations** 2, 40 participants
 3. **Outreach** 6, 120 participants
- d. Priority Project:** Implement the SRT Work Based Learning (WBL) internship program to provide high school students with real work experience at SRT Preserves. The Education Coordinator will market, recruit, schedule, implement, and document student participation in the internship program that will provide interns with 30 to 120 hours of WBL opportunities. Member will track hours, attendance, training topics and field work accomplished. Member will also work to find and coordinate professionals in environmental and/or agricultural fields to be mentors and provide WBL opportunities for interns.
- i. **Projected Hours:** 200
 1. **Estimated Outcomes:**
 2. **Presentations** 10, 100 participants
 3. **Outreach** 10, 100 participants

- e. Priority Project:** Implement and modify the SRT out of school time Programs. The Education Coordinator will facilitate after-school programs for students which will incorporate environmental education curriculum such as citizen science, plant biology, native species, and phenology, in addition to building internship opportunities for local high school students. The Education Coordinator will design, market, recruit, schedule and facilitate quality outdoor educational out of school time programs. In-class presentations will be supported with field trips to SRT preserves.

i. Projected Hours: 200

1. Estimated Outcomes:

2. Presentations 10, 200 participants

3. Outreach 20, 400 participants

- f. Priority Project:** The Education Coordinator will support the Education Director by networking with environmental organizations including SEED (Sequoia Environmental Education Directive). The Education Coordinator will promote partnerships and cooperation between local organizations that provide environmental education opportunities. Member will do outreach to find other organizations as well as working to create events/projects that involve multiple organizations collaborating together to achieve one common goal. Member will also support work to create shared calendar and other resources that help these organizations work together more easily. Implement and modify the SRT out of school time Programs.

i. Projected Hours: 50

1. Estimated Outcomes:

2. Presentations n/a

3. Outreach n/a

g. Watershed Education Totals:

i. Total Projected Hours: 950

ii. Total Estimated Outcomes:

1. Presentations: 565

2. Outreach: 845

3. Volunteer Recruitment and Support:

- a. Priority Project:** : Support the Volunteer Coordinator in recruiting, training, and coordinating volunteers to help support SRT's field trip programs and community service days. The Education Coordinator will facilitate training to build the capacity of volunteers to learn and understand why this work is important. The Education coordinator will facilitate educational activities with students at SRT functions to create a fun, safe, educational environment that promotes returning support. The Education Coordinator will support training of SRT naturalists/volunteers to lead children's nature hikes and do educational activities with the students.

- i. **Projected Hours:** *250*
- ii. **Estimated Outcomes:**
 - 1. **Number of Volunteers Recruited:** *125*
 - 2. **Total # of Hours Served by Volunteers:** *375*

b. Priority Project: Implement and sustain the training process to support SRT Phenology Program. The Education Coordinator will support the Volunteer Coordinator to design and implement a training process to build the capacity of Volunteers to provide monitoring to support the SRT phenological efforts at SRT preserves. The member will train volunteers and help lead phenology field trips and workshops in a variety of venues.

- i. **Projected Hours:** *50*
- ii. **Estimated Outcomes:**
 - 1. **Number of Volunteers Recruited:** *10*
 - 2. **Total # of Hours Served by Volunteers:** *50 hours*

c. Volunteer Recruitment and Support Totals:

- i. **Total Projected Hours:** *300*
- ii. **Total Estimated Outcomes:**
 - 1. **Number of Volunteers Recruited:** *135*
 - 2. **Total # of Hours Served by Volunteers:** *425*

4. Resource Attainment:

a. Priority Project: Contact local businesses to obtain donations for support of the education program. Contact local grocery suppliers for food donations for volunteer and educational events. Contact REI or other outdoor equipment manufacturer for special outdoor gear deals for SRT volunteers and donations/discounts for on equipment to support the education program. This member has the option of pursuing additional sources of fundraising to cover costs of field trip and after-school program supplies.

- i. **Projected Hours:** *10 hours*
- ii. **Estimated Outcomes:** \$500.00
 - 1. **Number of Donations (Grants, Services, Goods, etc):** *5*
 - 2. **Dollar Amount of Donation:** *\$500*

b. Resource Attainment Totals:

- i. **Total Projected Hours:** *10 hours*
- ii. **Total Estimated Outcomes:**
 - 1. **Number of Donations:** *5*
 - 2. **# of Hours Served by Volunteers:** *n/a*

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, Fall Training and Sierra Nevada Alliance Annual Conference, and Graduation
 - i. **Projected Hours:** 130 Hours
 - b. **Site Specific Orientation:** Orientation to SRT includes, office tour and introductions to SRT staff, nature preserves, employee handbook, policies and procedures with SRT HR and Finance Director, office alarm codes, communications expectations, desk set up, logging onto computer, accessing SRT documents and files on the computer, how to print, phone system and email system, scheduling, office calendar, SRT-staff meetings, conservation dept. events, education events, field trips, volunteers events, work days and hours, scheduling time off, safety guidelines, accident reports/incident reports.
 - i. **Projected Hours:** 30
 - c. **Site Specific Training:** Conservation and stewardship skills introduction, including monitoring processes, identifying plants and wildlife, Introduction to Phenology, care and propagation of native plants, restoration techniques, introduction to GPS and GIS, water quality testing methods, intro to Southern Sierra Watershed, SRT Preserve Rangers Program.
 - i. **Projected Hours:** 30
 - d. **Member Training and Development Totals:**
 - i. **Total Projected Hours:** 190
 - ii. **Total Hours:** 1,700
6. **Percentage Totals:**
- a. **Watershed Restoration and Assessment:** 15%
 - b. **Watershed Education and Outreach:** 56%
 - c. **Volunteer Recruitment and Support:** 17%
 - d. **Resource Attainment:** 1%
 - e. **Member Training and Development:** 11%