



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: Service Learning & Volunteer 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 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:

- 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 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 curiosity and appreciation for nature and all of the wonders it offers. SRT's environmental education program and monthly walks hope to inspire our community, both young and old, to pay attention to the land, respect it and come back again and again for quiet escapes and family enjoyment.

Position Description:

The Service Learning and Volunteer Coordinator will work with SRT a variety of staff to organize volunteer participation at SRT's nature preserves, encouraging all parts of the valley's diverse society to join us in our effort to conserve land. Volunteers are the foundation of our workforce which allows SRT to steward its six nature preserves, totaling over 4,000 acres of land. The Service Learning and Volunteer Coordinator will perform outreach to community members through presentations, managing public media outlets including a newsletter and prominent web presence, visiting schools, and working with school and university staff to raise awareness about the volunteer and service learning opportunities SRT offers. Volunteer and service learning projects will engage the public, students and local business partners in lending a hand on projects which include; monitoring water quality on protected lands, learning horticulture in our Native Plant Nursery, maintenance of publicly used preserves, and restoration of riparian areas. Members will work closely with SRT's Education and Conservation Department, school/program leaders and administrators, as well as partner agencies such as nonprofits and public lands units.

Desired Qualifications:

- At least 2-5 years teaching experience
- 2+ years of stewardship experience planting plants and/or monitoring wildlife
- Experience monitoring water quality of streams and stable bodies of water
- GIS and GPS skills
- Strong experience in planning, coordination and execution of volunteering events
- Bachelor or masters degree in Education, Environmental Science, Ecology, or Natural Resource Management
- Keen understanding of social and environmental issues in the San Joaquin Valley

Required Qualifications:

You must have:

- Bachelors degree in the social sciences or the environmental sciences
- Rudimentary knowledge and understanding of the environmental systems of the San Joaquin Valley
- Extensive public speaking and outreach experience
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Experience working across different sectors and developing links with other agencies
- Ability to inspire and motivate others, to understand the needs of volunteers
- Experience in managing or coordinating projects and volunteers (paid and/or unpaid)
- Excellent organizational skills, ability to manage a wide range of tasks efficiently
- Competent with administration and using a database to maintain records
- Willingness to work on weekends
- Ability to walk on uneven terrain, carry moderately heavy loads of 20-30 lbs, withstand high temperatures for several hours at a time
- Must be creative, resourceful, be able to adapt to changing circumstances quickly and decisively
- 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: *Volunteer 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:

- Recruit and engage middle and high school students in riparian stewardship projects: Involve students in caring for damaged riparian areas. Dry Creek Preserve is a major focus area of these projects because it is recovering from a decade of intensive gravel mining and houses one of the last un-dammed rivers in California. Work on recruiting student and teacher participants, and help SRT become institutionalized as a go-to volunteer spot for students.
- Preserve Ranger Program: Recruit, train and coordinate volunteers to act as SRT Preserve Rangers. Preserve Rangers act as eyes and ears for the SRT Conservation Department, visiting, monitoring documenting and submitting monthly reports regarding SRT preserves.
- Volunteer coordination: Help SRT recruit new volunteers and plan numerous volunteer opportunities on weekdays and weekends. Reach out to schools, community colleges, community clubs, and civic organizations. Also work to create a welcoming, appealing environment that will encourage volunteers to come back again.
- Assist the SRT Conservation Department with Easement and Mitigation Monitoring. The Volunteer 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 Volunteer Coordinator will work with a variety of SRT staff to organize volunteer participation at SRT's nature preserves, encouraging all parts of the valley's diverse society to join us in our effort to conserve land. Volunteers are the foundation of our workforce which allows SRT to steward its six nature preserves, totaling over 4,000 acres of land. The Volunteer Coordinator will perform outreach to community members through presentations, managing public media outlets including a prominent web presence, visiting schools, and working with school staff to raise awareness about the volunteer opportunities SRT offers. Volunteer projects will engage people in learning horticulture in our Native Plant Nursery and restoration of riparian areas. Members will work closely with SRT educators, school and program administrators, and partner agencies such as nonprofits and public lands units.

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.
 - i. **Projected Hours:** 200 hours
 - ii. **Estimated Acres Restored:** 100 acres
 - a. **Acres Restored by Member (ONLY):** 40 acres
- 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.
 - iii. **Projected Hours:** 50 hours
 - iv. **Estimated Acres Restored:** 3,000 acres
 - a. **Acres Restored by Member (ONLY):** 3,000 acres
- c. **Watershed Restoration and Assessment Totals:**
 - v. **Total Projected Hours:** 250 hours
 - vi. **Total Estimated Acres Restored:** 3,100
 - a. **Total Member Acres Restored:** 3,040 acres

2. Watershed Education and Outreach

- a. **Priority Project:** Support the Education Coordinator to implement the SRT Work Based Learning (WBL) internship program to provide high school students with real work experience at SRT Preserves. The Volunteer Coordinator will assist with marketing, recruiting, scheduling, 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
 - a. **Estimated Outcomes:**
 - b. **Presentations** 10, 100 participants
 - c. **Outreach** 10, 100 participants
- b. **Priority Project:** Support the Education Coordinator in facilitation of the SRT community 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. Support the Education Coordinator to document presentations for future events and seek support from local experts to replicate and lead some of these informational hikes. Support the Education Coordinator help advertise and recruit community participation.

- i. **Projected Hours:** 150
 - a. **Estimated Outcomes:**
 - b. **Presentations** 2, 40 participants
 - c. **Outreach** 6, 120 participants

- c. **Priority Project:** Support the Education Coordinator with out of school time programs. The volunteer Coordinator will help to schedule, promote, coordinate, document and facilitate summer and after school programs for students. These field trips can incorporate service activities, citizen science, phenology and other environmental education curricula. The volunteer coordinator will be responsible for marketing, recruiting and documenting student attendance and performance.

- i. **Projected Hours:** 200
 - a. **Estimated Outcomes:**
 - b. **Presentations** 10, 100 participants
 - c. **Outreach** 10, 100 participants

d. Watershed Education Totals:

- i. **Total Projected Hours:** *550*
- ii. **Total Estimated Outcomes:**
 - a. **Presentations:** *240*
 - b. **Outreach:** *320*

3. Volunteer Recruitment and Support:

- a. **Priority Project:** Create, schedule, promote, and coordinate, recruit and document volunteer events at SRT preserves. Expand current volunteer recruitment efforts to establish a committed team of volunteers. Schedule regular meetings to plan and recruit volunteer participation. Maintain social media outlets, such as the Meet Up group, Idealist, 1-800 Volunteers, Hands-On and other recruitment strategies. Schedule speaking engagements with local service clubs, community centers, and other community based organizations to promote events and recruit volunteers. Modify the existing volunteer incentive program to expand the reward and recognition system for committed individuals and/or organizations.

- i. **Projected Hours:** *200*
- ii. **Estimated Outcomes:**
 - a. **Presentations** 15, 225 participants
 - b. **Outreach** 15, 225 participants

- b. **Priority Project:** The Volunteer Coordinator will support the Education Director by networking with environmental organizations including SEED (Sequoia

Environmental Education Directive). The Volunteer Coordinator will promote partnerships and cooperation between local organizations that provide Volunteer opportunities to support community environmental education opportunities. Member will do outreach to find other organizations as well as working to create volunteer 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 to leverage resources and create a local, well educated volunteer workforce to support environmental education throughout the San Joaquin valley.

i. **Projected Hours:** 200

ii. **Estimated Outcomes:**

a. **Presentations** n/a

b. **Outreach** n/a

c. **Priority Project:** Volunteer outreach, recruitment and retention. Increase numbers for volunteers at SRT events. Maintain social media outlets, such as Facebook, Meet Up, Idealist, 1-800 Volunteers, Hands-On and other recruitment strategies. Identify local clubs, community centers and organizations with potential volunteers. Modify and administer volunteer rewards and recognition system to increase continued volunteer participation. Document and calculate the dollar value of volunteer support at SRT preserves.

i. **Projected Hours:** 100

ii. **Estimated Outcomes:**

a. **Presentations** 10

b. **Outreach** 10

d. **Priority Project:** Expand the volunteer service learning and work-based learning projects that support watershed education and restoration efforts on SRT Preserves. Work with educators, and environmental experts to design water and soil testing protocol. Work with the SRT Land Steward to identify and document a process for training and scheduling volunteers to implement and document on-going testing. Recruit and train volunteers to support the on-going monitoring and collection of water and soil data at data of water at identified SRT Preserves.

i. **Projected Hours:** 200

a. **Estimated Outcomes:**

b. **Presentations** 10, 100 participants

c. **Outreach** 10, 100 participants

e. **Volunteer Recruitment and Support Totals:**

i. **Total Projected Hours:** 700 hours

ii. **Total Estimated Outcomes:**

a. **Number of Volunteers Recruited:** 900

b. **Total # of Hours Served by Volunteers:** 2,700

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.

iii. **Projected Hours:** *10 hours*

iv. **Estimated Outcomes:** \$500.00

a. **Number of Donations (Grants, Services, Goods, etc):** *5*

b. **Dollar Amount of Donation:** *\$500*

f. **Resource Attainment Totals:**

i. **Total Projected Hours:** *10 hours*

ii. **Total Estimated Outcomes:**

a. **Number of Donations:** *5*

b. **# of Hours Served by Volunteers:** *n/a*

5. 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*

Percentage Totals:

- g. Watershed Restoration and Assessment: 15%**
- h. Watershed Education and Outreach: 32%**
- i. Volunteer Recruitment and Support: 41%**
- j. Resource Attainment: 1%**
- k. Member Training and Development: 11%**