



## Position Description

### Sierra Nevada AmeriCorps Partnership

**Position Title:** Education Program Assistant(s) X 3  
**Host Site:** UC Davis Tahoe Environmental Research Center  
**Site Supervisor:** Heather Segale  
**Contact:** 775-881-7562, hmsegale@ucdavis.edu

**Position Location:** On the north shore of beautiful Lake Tahoe with offices/labs/education centers in both Tahoe City, California and Incline Village, Nevada. Known for its beauty and remarkable transparency, Lake Tahoe is a natural jewel in the Sierra Nevada Mountains.

**Organization Description:** The UC Davis Tahoe Environmental Research Center (TERC) is a global leader in research, education, and public outreach on lakes that provides critical scientific information to help understand, restore, and sustain the Lake Tahoe Basin and other systems worldwide.

**Program Description:** The education and outreach program is designed to inspire an interest in environmental sciences, stimulate curiosity, and motivate active conservation and preservation of freshwater resources, especially Lake Tahoe. We provide environmental education programs and events for students, residents and visitors to the UC Davis Tahoe Environmental Research Center's two science-based education centers (Tahoe Science Center and Eriksson Education Center) through exhibits, tours, field trips, hands-on science activities and citizen science monitoring.

**Position Description:** The TERC Education Program Assistant(s) will implement education and outreach programs working with the Education and Outreach Director and Program Coordinator. Duties will be divided between the three Education Program Assistants by personal choice between the three AmeriCorps members. Tasks will include some of the following activities:

- Provide educational programs at the UC Davis Tahoe Science Center and Tahoe City Eriksson Education Center sites
- Host student field trips and various group tours
- Coordinate watershed education programs
- Coordinate Youth Science Institute afterschool program for high school students
- Assist with special events including the Science Expo, Children's Environmental Science Day, monthly lectures, and others
- Recruit volunteers and coordinate volunteer docent training and activities
- Present and develop hands-on science activities, exhibits, and curriculum
- Administer evaluation and program assessment tools (participant tracking database, surveys, pre- and post-assessment)
- Conduct outreach to the community (at special events such as Earth Day, and others)
- Assist with other regional environmental education events such as Sierra Watershed Education Partnership (SWEPE) science fairs, Outdoor Explore, and others

- Participate in restoration work at the Tahoe City Demonstration Garden, North Tahoe Demonstration Garden, Tahoe Forest Stewardship Day, North Tahoe Beach Clean-up, Truckee River Day, and other SNAP site restoration work days.
- Opportunity to participate in various professional development opportunities such as Project WET and other workshops.
- Marketing and Social Media
- Oversee native and non-native species aquariums?
- Database Management and reporting
- Writing and Editing Assignments

**Required Qualifications:**

- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- Must have a minimum of an undergraduate degree from an accredited institution.
- Must be a minimum of 18 years or older.
- Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly.

**Desired Qualifications:**

- Background in science and/or education (coursework or relevant experience)
- Ability to present educational programs to both adult and student audiences
- Public speaking and outreach skills
- Ability to work with local community members, conservation groups and agencies
- Experience organizing events
- Skills facilitating and/or participating in group meetings
- Ability to lay out work tasks, identify resources, focus work and complete tasks on time
- Strong writing skills
- Independent, highly motivated, and able to meet deadlines with limited supervision
- Passion for the natural environment
- Proficiency using personal computers and Internet
- Ability to travel throughout the region
- Physical ability to perform strenuous activities at high elevations

**Additional Benefits:** Opportunity to work at world-class research laboratory in a U.S. Green Building Council LEED-certified "Platinum" building at beautiful Lake Tahoe.

**Website:** <http://terc.ucdavis.edu> and [www.TahoeScienceCenter.org](http://www.TahoeScienceCenter.org)



## Member Service Plan Sierra Nevada AmeriCorps Partnership

**Host Site:** UC Davis Tahoe Environmental Research Center  
**Position Title:** Education Program Assistant(s) X 3  
**Designated Site Supervisor:** Heather Segale, Education & Outreach Director,  
 hmsegale@ucdavis.edu  
  
**Term of Service:** Mid-October 2016 – Mid-September 2017, exact dates TBA

**Organizational Background:** The Tahoe Environmental Research Center (TERC) is dedicated to research, education and public outreach on lakes, their ecosystems and their surrounding watersheds and airsheds. The Center is committed to providing objective scientific information for restoration and sustainable use of the Lake Tahoe Basin.

**Organizational/Program Goals 2016-17:** TERC continues to be a leader in the Lake Tahoe Basin, Truckee and surrounding region for providing scientific information about Lake Tahoe. Through our **watershed education** programs, TERC promotes scientific understanding to inspire conservation of freshwater resources, especially Lake Tahoe, and encourages activities that promote sustainable use of this national treasure.

Our continued goals are to: 1) **Promote Scientific Understanding of Lake Tahoe:** Develop hands-on science activities; conduct outreach to teachers, community groups, and visitors; host student groups, community members, and visitors; and conduct other outreach efforts to raise awareness of the environmental issues at Lake Tahoe. Our goal is to reach (through one-on-one interactions) a minimum of 10,000 people during the calendar year with effective and significant watershed education programs; 2) **Promote Wetlands Education:** Utilize the Tahoe City Field Station (“Historic Fish Hatchery”) site and TERC research staff to maximize scientific and education/outreach potential. Our goal is to reach a minimum of 500 people during summer programs at the new Eriksson Education Center at the UC Davis Tahoe City Field Station; 3) **Develop Lake Ecosystem Exhibits:** As part of a new Institute of Museum and Library Services (IMLS) grant, TERC will work to develop interactive exhibits about the nearshore and lake conditions; and 4) **Develop and Administer Effective Evaluation and Program Assessment:** Ensure that evaluation design will yield accurate data, objective analysis, and a reporting strategy that provides assessment of the education programs for ongoing program planning and development. Accurately track and report program participation and effectiveness.

**Member Service Plan Overview and Outcomes:** The TERC Education Program Assistant(s) will develop and implement education and outreach programs. Duties will include hosting student and community groups at the UC Davis Tahoe Science Center (Thomas J. Long Foundation Education Center) and/or Tahoe City Field Station (Eriksson Education Center at the Historic Fish Hatchery) site, developing hands-on science activities, researching and designing interpretive signage, developing and administering evaluation and program assessment tools (surveys, pre- and post-assessment, etc.), developing teacher training materials, coordinating events and conducting outreach to the community relevant to environmental issues in the watershed and beyond.

**Service Position Major Projects:** If you have a project that fits into one or more categories, please include it in the first section it fits into, and in the secondary category, simply put the title of the project and fill out the hours and outcomes for the other category.

### 1. Watershed Restoration and Assessment:

- a. **Priority Project:** Native Plant Demonstration Garden – Members will assist with upkeep of the community Native Plant Demonstration Garden at the Tahoe City Field Station (3 acres), including restoration work in the surrounding wetland areas, a minimum of 2 days (1 spring and 1 fall).
  - i. **Projected Hours:** 40 hours
  - ii. **Estimated Acres Restored:** 3 acres
    - 1. **Acres Restored by Member (ONLY):** 1 acre
- b. **Priority Project:** Participate in Other SNAP Restoration Efforts – Members will have the opportunity to participate in multiple SNAP Restoration work days throughout the Sierra Nevada (a minimum of 3 days/6 acres).
  - i. **Projected Hours:** 40 hours
  - ii. **Estimated Acres Restored:** 6 acres
    - 1. **Acres Restored by Member (ONLY):** 2 acres
- c. **Watershed Restoration and Assessment Totals:**
  - i. **Total Projected Hours:** 80 hours
  - ii. **Total Estimated Acres Restored:** 9 acres
    - 1. **Total Member Acres Restored:** 3 acres

### 2. Watershed Education and Outreach

- a. **Priority Project:** Host student groups, community members, and visitors – Host educational tours of the Tahoe Science Center (Thomas J. Long Foundation Education Center) in Incline Village and the Tahoe City Field Lab (Eriksson Education Center at the Historic Fish Hatchery). At the Tahoe Science Center, members will take visitors through research vessel and virtual laboratory exhibits, give green building tours, conduct educational activities for field trips, and present 3D Visualizations. At the Tahoe City Field

Lab, members will provide tours of the native plant demonstration garden, present information about the aquatic food web and invasive species of concern, and highlight Best Management Practices on site and by presenting the BMP Test Plot System.

i. **Projected Hours:** 1200 hours

ii. **Estimated Education 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): 3,000 students and visitors

2. **Outreach** (Educational Outreach in which Members will be able to ask participants if the outreach conducted increased their level of understanding): See below

b. **Priority Project:** Conduct outreach to teachers, community groups, and visitors – Member(s) will conduct outreach to bring various groups to both the Thomas J. Long Foundation Education Center in Incline Village and the Tahoe City Field Lab (“Historic Fish Hatchery”) by conducting outreach through the local media, participation in local meetings and events, and other appropriate means. Member will represent TERC at various events, including Earth Day, Chamber of Commerce events, etc.

i. **Projected Hours:** 120 hours

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): See above

2. **Outreach** (Educational Outreach in which Members will be able to ask participants if the outreach conducted increased their level of understanding): 250 individuals

c. **Watershed Education Totals:**

i. **Total Projected Hours:** 1320

ii. **Total Estimated Outcomes:**

1. **Presentations:** 3,000 students and visitors

2. **Outreach:** 250 individuals

3. **Volunteer Recruitment and Support:**

a. **Priority Project:** Recruit volunteer docents – During outreach to the community, communicate the need for interested volunteers to participate in the docent programs. Recruit volunteers to participate in community education events, service-learning activities at the wetland restoration site, and community volunteer work days at the Tahoe City Native Plant Demonstration Garden.

i. **Projected Hours:** 60 hours

ii. **Estimated Outcomes:**

1. **Number of Volunteers Recruited:** 5 volunteers

2. **Total # of Hours Served by Volunteers:** 80 hours

- b. **Priority Project:** Communicate and assist existing volunteer docents – Determine needs and answer requests of volunteer docent team. Provide support to docent volunteers. Coordinate docent appreciation events or activities.
    - i. **Projected Hours:** 20 hours
    - ii. **Estimated Outcomes:** (Complete one of the following for this project)
      - 1. **Number of Volunteers Recruited:** 0, existing volunteers
      - 2. **Total # of Hours Served by Volunteers:** 400 hours
  - c. **Priority Project:** Special Event volunteers for Science Expo (March) and Children’s Environmental Science Day (August)
    - i. **Projected Hours:** 20 hours
    - ii. **Estimated Outcomes:** (Complete one of the following for this project)
      - 1. **Number of Volunteers Recruited:** 100
      - 2. **Total # of Hours Served by Volunteers:** 200 hours
  - d. **Volunteer Recruitment and Support Totals:**
    - i. **Total Projected Hours:** 100 hours
    - ii. **Total Estimated Outcomes:**
      - 1. **Number of Volunteers Recruited:** 105 volunteers
      - 2. **Total # of Hours Served by Volunteers:** 680 hours served by volunteers
- 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:** Obtain location donations for service projects, volunteer work days, and special events
    - i. **Projected Hours:** 40 hours
    - ii. **Estimated Outcomes:**
      - 1. **Number of Donations (Grants, Services, Goods, etc):** 4 donations
      - 2. **Dollar Amount of Donation:** \$600
  - b. **Resource Attainment Totals:**
    - i. **Total Projected Hours:** 40 hours
    - ii. **Total Estimated Outcomes:**
      - 1. **Number of Donations:** 4 donations
      - 2. **# of Hours Served by Volunteers:** \$600
- 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:** TERC will conduct on-site trainings to familiarize the SNAP members with our programs and provide any information that will be needed during service. On-site training will include participation in our formal Docent Training program, Project Wet workshop, and other training as necessary.

**i. Projected Hours:** 60 hours

**c. Site Specific Training:** Member(s) will also have the opportunity to attend other training and development workshops related to education or restoration; examples include Trees Are Terrific school visits, Junior Botanists program, Angora Burn Area replanting, etc.

**i. Projected Hours:** 10 hours

**d. Member Training and Development Totals:**

**i. Total Projected Hours:** 200 hours

**6. Total Hours:** 1740 hours

**7. Percentage Totals:**

**a. Watershed Restoration and Assessment:** 4.6%

**b. Watershed Education and Outreach:** 75.9%

**c. Volunteer Recruitment and Support:** 5.7%

**d. Resource Attainment:** 2.3%

**e. Member Training and Development:** 11.5%