

AMERICORPS PROJECT CONSERVE MEMBER SERVICE DESCRIPTION

September 1, 2010 – July 31, 2011 Service Year

Position Title: AmeriCorps Stewardship and Outreach Associate, 9 AM-5 PM, Monday-Friday; Some educational and outreach activities may occur on Saturdays and in the evenings.

Host Site's Name: Highlands-Cashiers Land Trust, P.O. Box 1703, Highlands, NC 29741, www.hicashlt.org

Site Supervisor: Gary Wein, Executive Director, hitrust@earthlink.net, phone 828-526-1111, fax 828-526-0066

Highland Cashiers Land Trust Mission Statement:

The mission is to protect valuable land resources for all generations in southern Macon and Jackson Counties, NC. Protection through conservation requires a strong commitment to proper stewardship and education.

Main purpose of this position:

Stewardship, coordinate stewardship volunteers, and assist HCLT in preparation for HCLT Accreditation.

General Summary:

The major duties for this position will be to coordinate stewardship activities for HCLT. Responsibilities will include the assessment of fee simple properties, development of management plans for assessed properties, coordination of stewardship activities, coordinate volunteer stewardship members, to assist in stewardship annual monitoring, and development of stewardship documents suitable for accreditation process.

Special conditions of service (if any): All members will participate in AmeriCorps Project Conserve sponsored events, service days, and training days. Training days will require a minimum of two overnight stays.

Knowledge, Skills, Abilities & Qualifications:

- The candidate for this position should have some background or knowledge of ecological systems, stewardship, and land management.
- They should be comfortable in the outdoors and be able to operate with a minimum of supervision.
- Be able to coordinate volunteers and be an effective communicator.
- Candidate should be able to write and utilize MS Word in order to develop written management plans.
- Some familiarity with land navigation and ability to use GPS and maps would be important.
- Familiarity or the ability to learn ArcGIS would be a plus.
- Must be willing and capable of physical work throughout the year.
- An eligible member must be 18 years of age and have documentation of citizenship / naturalization / resident alien status. A B.S. or B.A. degree in environmental science, ecology, forestry, botany, zoology, or other biological sciences is desired but not required. Driver's license required.