



Position: Fort Snelling State Park Visitor Services Specialist

Service Term: 1700-hour AmeriCorps position, January – December

Reports to: Conservation Corps Assistant Program Manager and Department of Natural Resources (DNR) Site Supervisor

Location: Saint Paul, MN

This is not a residential program; participants must secure housing near the placement location.

- Fort Snelling State Park Thomas C. Savage Visitor Center is the administrative center and office location for this position.

Benefits:

- Living Allowance: \$2,200/month
- Housing Reimbursement: \$100/month (reimbursable upon proof of payment)
- Education Award: \$6,495.00, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- Health insurance
- Childcare assistance
- Training, certifications, networking

About Conservation Corps Minnesota & Iowa: Conservation Corps Minnesota & Iowa, a nonprofit organization and AmeriCorps grantee, engages hundreds of youth and young adults each year in meaningful service, leadership development, and environmental stewardship. Our vision is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Our projects and programs embody our core values of safety, service, respect, equity, and community. In working toward our vision, we believe it is important to acknowledge that natural resources organizations, including Conservation Corps Minnesota & Iowa, have a legacy of supporting and benefiting from systems that have restricted access to public lands and careers for marginalized groups. To challenge this, we commit to using equity as a lens for the work we do and decisions we make, building a shared vision surrounding justice, equity, diversity, and Inclusion goals with our partnering organizations and communities and providing an equitable training environment and high-quality programming to all our participants.

Position Summary: The AmeriCorps Fort Snelling State Park Visitor Services Specialist position is based at Fort Snelling State Park, 101 Snelling Lake Road, St. Paul, MN 55111. The purpose of this position is to

increase general awareness of Minnesota's system of state parks and trails, assist with implementing successful trip planning for a wide spectrum of recreation opportunities, greet and orient park visitors, engage citizens from under-represented communities, assist park naturalist in programming and administrative tasks, train volunteers to complete projects, and increase contacts with new audiences to connect them to the outdoors. The Specialist will help implement, provide feedback, and evaluate programs, events, publications, websites, and plans for events at Fort Snelling State Park.

There could be travel in the greater Twin Cities area for program and event planning and implementation. Program planning activities will largely occur in an office setting, with occasional time spent out of the office meeting with stakeholders, partners, various audiences, and participating in events.

Members are directly supervised by Conservation Corps Assistant Program Manager and DNR site supervisor. Members serve in a single placement setting with a partnering nonprofit/government organization. Members complete service projects with direction provided by partnering agencies and representatives of those agencies.

Duties & Responsibilities

Member must complete service projects to the best of their ability, serving respectfully, safely, effectively and efficiently to ensure projects are completed to the satisfaction of project hosts and the community. AmeriCorps members are expected to serve a minimum of 1700 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement. The service calendar outlines 1900 available hours of service, with no service (and thus, no accrual of service hours) on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving Day. Therefore, absences (sick or vacation) beyond four excused days for full-time 1700-hour AmeriCorps members are deemed excessive, jeopardizing the member's ability to accrue the minimum service hours required for the education award. If a member has excessive absences, the member may need to volunteer with an external organization outside of regularly scheduled service days to earn additional service hours to complete the education award. These additional service hours must be pre-approved by Regional Staff.

Position responsibilities:

- Recruit, train, schedule, and assist volunteers to complete park volunteer projects
- Expand awareness of the state system of outdoor recreation units and providing trip planning guidance to customers and visitors
- Greet and orient groups to the park
- Track logistics, materials, project metrics, evaluation tools, and other tasks related to group or volunteer programs and projects.
- Strengthen existing and facilitate new networks of potential partners and organizations with shared missions.
- Participate in special events and support planned activities with diverse communities and park partners.
- Work closely with park naturalists, supervisors and customer service team with facility logistics and administrative tasks. Review, evaluate and provide feedback on programming, special events, and publications.
- Assist visitor services and outreach team with other duties as assigned.

- Ensure project completion and continuity:
 - Develop and implement an annual work plan that provides timelines and balance to the priorities of the various programs listed above. Utilize a work plan tracking document provided by the Corps and DNR to track work accomplishments and reprioritize on a regular basis.
 - Attend scheduled meetings, orientations, and workshops, including required Conservation Corps AmeriCorps training sessions and site visits.
 - Track AmeriCorps outreach and education performance measure accomplishments and corresponding knowledge outcomes through post-education follow-up, data recording and survey administration. Record survey results in provided spreadsheet to assist with reporting.
 - Plan and implement training days with other Conservation Corps programs.
- Administration
 - Submit timesheets and SAW reports to Site Supervisor.
 - Submit timesheets & SAW, expense reports, receipts and monthly credit card log promptly to Program Manager for coding and signature (NOTE: lunch time does not count toward total service hours).
 - Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Manager.

Hours & Schedule

- 40 hours per week, will involve weeknights and weekends

Qualifications

- Reliable with strong work ethic and follow-through on commitments.
- Strong social and interpersonal skills sufficient to build and maintain relationships with underserved communities, partner organizations and community members
- Confidence with public speaking.
- Experience facilitating meetings and group decision-making processes.
- Experience and a desire to work with diverse youth, adults, and other volunteers in conservation education and recreation setting.
- Ability to communicate effectively in electronic, written and oral media. Strong technical writing skills.
- Effective time management and project oversight skills.
- Ability to provide work direction for project completion
- Work well in team settings and exhibit respectful assertiveness and independent initiative to contribute to projects and products.
- Creative thinking and problem solving required.
- Familiarity with Microsoft Office (Access, Outlook, Excel, Word, PowerPoint) required.
- Familiarity with, or willingness and ability to learn about, the state outdoor recreational system.
- College coursework and/or degree in a relevant field
- Previous experience or education with natural resource management is not required; 15-20% of the service term is dedicated to technical and personal skills training.
- Positive attitude, interest in community service and desire to make a difference.

Other Information

In accordance with 45CFR 2520.65, AmeriCorps members may not perform prohibited service activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in the activities. Prohibited service activities are outlined in the Service Agreement section VII and AmeriCorps member manual.

Conservation Corps Minnesota & Iowa is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members and does not discriminate against anyone. Employment/placement decisions with Conservation Corps will be based on merit, qualifications, and abilities. Conservation Corps does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law. Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990. Reasonable accommodations available upon request.

Minorities are strongly encouraged to apply.

Women, BIPOC, LGBTQ people, and people with disabilities are strongly encouraged to apply.

Conservation Corps Minnesota & Iowa requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

I _____ have read and fully understand the above position description that reflects the service activities that I will perform during the AmeriCorps term.

AmeriCorps member Signature: _____ **Date:** _____

Approval Signature: _____ **Date:** _____