



Position: Partnership and Volunteer Services Specialist

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

Reports to: Department of Natural Resources Site Advisor and Conservation Corps Assistant Program Manager

Location: Saint Paul, MN

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

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 Partnership and Volunteer Services Specialist position is based at the Department of Natural Resources (DNR) in St. Paul, Minn. The purpose of the Partnership and Volunteer Services Specialist position will provide vital support and leadership to the Division’s visitor services and outreach section. The position will work directly with the Partnership Development Consultant and will collaborate frequently with interpretive naturalists, park and trail supervisors and staff, and external partners.

The Division's volunteer program is one of the largest in the Department, and it needs additional energy, ideas, and capacity to serve its dedicated volunteers effectively. The volunteer program encompasses activities like campground hosting, habitat restoration, naturalist program help, athletic events in the parks/trails, and more.

Members are directly supervised by Conservation Corps Assistant Program Manager and DNR Project Site Advisor.

Position Responsibilities and Tasks:

Member must complete service projects to the best of their ability, serving 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:

- Developing a volunteer survey to help understand where program strengths and areas of improvement are
- Supporting the transition to an online volunteer management tool
- Creating collaboration, learning, and communication opportunities for the Division's volunteers
- Considering options for volunteer recognition and leading on these ideas
- Related to partnership work, there will be many unique opportunities for the specialist to lead and contribute to existing efforts related to nature and quality of life. Specific project work involves:
 - Support the state parks library program by collaborating to plan and execute special events or activities with library partners
 - Contribute to the developing effort to better connect public health with state parks and trails, by working with higher education, public health partners, and Division staff to identify potential "wellness trails" within state parks and trails
 - Other partnership work as assigned/interested
- 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.
- Submit timesheets and SAW (NOTE: Lunch time does not count toward total service hours), expense reports, receipts and monthly credit card log to Conservation Corps AmeriCorps Assistant Program manager.

Hours & Schedule

- 40 hours/week, Monday – Friday, 8:00 AM – 4:30 PM (typical, occasional weekends) including a mandatory 30 minute lunch break which does not count towards service hours.

Qualifications:

- 4-year college degree and/or equivalent professional experience in volunteer and event administration or related field.
- Competency with Microsoft Office (Word, Excel, PowerPoint) and functional familiarity with Adobe Creative Suite (Acrobat, Photoshop), as well as some understanding of GovDelivery for email marketing.
- Familiarity with [Better Impact](#) or similar online tools for administration of volunteers.
- Experience and a desire to work with diverse volunteers, staff, and partners in a conservation stewardship setting, including one-on-one or group events/trainings.
- Strong written, interpersonal and verbal communication skills.
- Strong organizational skills. Must have the ability to prioritize big picture ideas into tangible actions.
- Self-directed with a high comfort level in taking initiative and project ownership. Leadership experience.
- Experience gathering information, implementing ideas, and presenting recommendations in both written and verbal formats.
- Positive attitude, interest in community service and desire to make a difference.
- Interest in natural resources, environmental studies, or conservation related field
- Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US
- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
- Member will certify that they have or will obtain the diploma/GED to be in accordance with program requirements
- Training will be provided in these areas as needed; no more than 20% of the service term is dedicated to technical and personal skills training.

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:** _____