



Position: Invasive Plant Management Specialist

Location: St. Croix National Scenic Riverway headquarters, St. Croix Falls, WI

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

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

Reports to: National Park Service Great Lakes Invasive Plant Management Team Liaison and Corps Assistant Program Manager.

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 Invasive Plant Management Specialists placed with the National Park Service is based at the St. Croix National Scenic Riverway headquarters in St. Croix Falls, WI., located approximately 1-hour northeast of the Minneapolis, St. Paul metro area. The riverway encompasses 92,746 acres in its authorized boundary and 230 miles of mostly free flowing river. It includes 130.5 miles of the St. Croix River, much of which forms the border between Minnesota and

Wisconsin, and all 99.5 miles of its largest tributary, the Namekagon River in northwest Wisconsin. The park has diverse flora and fauna derived from a mixing of three major plant communities: prairie, northern hardwoods and boreal forest, primarily in a riverine setting.

Primary duties will support high park priority invasive plant management and vegetation restoration practices in the Great Lakes Invasive Plant Management Team Network of National Parks. Specialists will assist with manual and chemical plant control, native plant seeding/planting, equipment maintenance, data collection, data QA/QC, report writing, identification of native and nonnative plants, outreach and education, and management planning. Specialists must be able to safely operate power and hand tools, chainsaws, small equipment, and trucks pulling trailers.

The Specialist is directly supervised by Conservation Corps Assistant Program Manager and the National Park Service Great Lakes Invasive Plant Management Team Liaison. The Specialist serves in a single placement setting but will work closely with members of the National Park Service Great Lakes Invasive Plant Management Team field crew and other National Park Service staff at the 12 National Park Units. Member completes 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 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.

In addition, members must perform the following duties:

- Administration
 - Submit timecards and SAW reports to Site Supervisor (NOTE: Lunch time does not count toward total service hours).
 - Submit timecards & SAW, expense reports, receipts, and monthly credit card log promptly to Program Manager for coding and signature.
 - Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Manager.
- Public Relations
 - Represent the Corps at local job fairs, county fairs, CCC events, etc.
 - Assist in developing new display materials by taking pictures, creating PowerPoint slideshows, submitting e-news articles, etc.
 - Maintain program websites, write newsletters and articles and attend trade shows/conferences.

Hours & Schedule

- 40 hours/week, Monday – Friday, (typical, occasional weekends) including a mandatory 30-minute lunch break which does not count towards service hours. While the position is based in St. Croix Falls, Wisconsin, field season travel up to 12 National Parks located in Minnesota, Michigan, Indiana, and Wisconsin (Late April to Mid-October) will be extensive (up to 60 days of travel throughout the summer) however travel and per diem expenses will be covered. During the travel season members will serve in a compressed schedule of Wed to Wed 7:00 am to 5:30 pm. Outside of the normal field season members will work Monday through Friday 7:00 am to 3:30 pm.

Qualifications:

- Good mechanical skills
- College course work or degree in Natural Resources related field
- Plant identification skills
- Ability to obtain and maintain herbicide applicator licenses in Wisconsin and Michigan.
- Ability to effectively communicate in oral and written formats
- Detail oriented and ability to demonstrate safe work practices
- 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: _____