



DRILL CORE LIBRARY AND INVENTORY CURATION SPECIALIST POSITION DESCRIPTION

Position: Drill Core Library and Inventory Curation Specialist (ages 18-35)

Service Term: 900-hour AmeriCorps position, May - December

Reports to: Conservation Corps Individual Placement Program Manager

Location: Hibbing, Minnesota

Benefits:

- Living Allowance: \$2,400/month
- Education Award: \$3,447.50, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- 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 Drill Core Library Inventory and Curation Specialist serves alongside Minnesota Department of Natural Resources (DNR) staff in geological professionals. The position is focused on helping develop the Specialist's professional skill sets while providing expertise and valuable contributions to the host site. The Specialist will learn hands-on skills in the work of managing the Drill Core Library. The Specialist will assist with drill core collection, intake, and curation. The program may require the member to engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design and help the program meet its goals. In no circumstance will members be asked to perform prohibited activities outlined in the service agreement.

Duties & Responsibilities:

- 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
- Abide by Corps program safety regulations as well as applicable federal/state/municipal law and OSHA requirements; communicate any safety concerns and incidents
- Demonstrate a commitment to the Corps values of safety, service, respect, equity and community, as well as justice, diversity, and inclusion
- Serve a minimum of 900 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement
- Specific projects depend on the site assignment but may include:
 - Library inventory of documents, collections, and equipment
 - Assist in designing educational, outreach and promotional materials, press releases and newsletter articles
 - Assist in developing and implementing systems for outreach, networking, and training.
 - Assisting with data collection and analysis
 - Assisting with preparation of briefing documents and presentations
 - Attend scheduled meetings, orientations and workshops, including required Conservation Corps AmeriCorps training sessions and site visits
 - Representing the Corps and the host site at local job fairs, county fairs
- Complete and approve timecards and other required reports and paperwork in timely manner

Hours & Schedule

Members should expect to be scheduled for at least 40 hours of service per week. A typical schedule is Monday – Friday, 8:00am – 4:30pm, including a mandatory 30-minute lunch break which does not count towards service hours.

Training & Development

The Corps provides orientation and skills training at the start of the program year, and additional region or project specific training throughout the service term that may include:

- AmeriCorps benefits
- Team building and conflict resolution
- Diversity, equity, and inclusion
- Safety and risk management
- First Aid and CPR
- MN Safety Council defensive driving
- Invasive species management/herbicide application, plant identification and/or other trainings provided by the site supervisor

No more than 20% of total service hours will be spent on training and development activities.

Qualifications:

- Experience in archaeological methods and historic preservation practices preferred.
- Ability and desire to work well with others in a team setting, outdoors and in all weather conditions
- Commitment to upholding Corps values of safety, service, respect, equity, and community
- Dedication to complete the full term of AmeriCorps service
- Strong communication skills, with the ability to educate and interact with landowners and community members
- Familiarity with MS Office software
- Knowledge of GIS software and GPS use preferred
- Ability to perform the Essential Service Functions, which include but are not limited to:
 - Long (8 hour) days of shoveling, digging, and swinging heavy tools repetitively
 - Heavy lifting, bending, and carrying up to 40 pounds

- Walking and working on steep or uneven terrain
- Working in extremes of heat or cold
- 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
- Valid driver's license and good driving record
- High school degree, GED, or willingness to work towards obtaining a GED
- Preferred: knowledge of GIS software and GPS use; farming and agricultural knowledge, including tractor operation and/or trailer pulling experience

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.

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:** _____