



Ohio Stream Restore Corps

**Captina Conservancy 2018-19
Education and Water Quality Liaison**

Skills and Qualifications: This position requires the ability to work both independently and in a team setting. Excellent organizational and communication skills, the ability to work under deadline pressure and the ability to handle multiple tasks are vital to success in this position. Knowledge of MS Office software packages and general computer skills are required with experience in database management preferred. The ability to recruit and work with volunteers is essential. Understanding of environmental issues and concern for improving the environment is necessary. Ability to speak in public settings is required. A Bachelor's degree or working toward a degree of equivalent experience is recommended (an environmental sciences background is desirable). AmeriCorps members must possess the ability to work outdoors in adverse weather conditions (heat, cold, insects, etc.), be able to carry 40 pounds and to hike extended distances over rough terrain. Must have own transportation and valid driver's license. Usual hours of service will be M-F during regular office hours of 8:00-5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities such as summer camps.

Location: Barnesville Ohio in Belmont County at the Captina Conservancy office.

Duties and Responsibilities of the AmeriCorp Member:

- Assist with grant research for project related to educational activities
- Update organizational website and promotional materials
- Post and update content via social media including Facebook and other sites
- Perform photo editing and archiving as needed
- Gather and analyze data such as watershed restoration and GIS statistical data
- Assist with water quality and easement monitoring
- Assist with landowner education activities

- Recruit, train and manage volunteers for events and other volunteer opportunities
- Serve as part of the event planning team
- Participate in outreach activities such as making presentations to community groups
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities
- Complete 1 activity reports monthly, required timesheets and monthly reports in the OnCorps system online system
- All other duties as assigned within the limitations of this member description.

Additional Information: No public transportation is available. The Captina Conservancy office is accessible to members of the community with disabilities.

Rural Action, Ohio Stream Restore Corps and Captina Conservancy will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation and religion.

Print name, OSRC Member

Sign

Date