



AmeriCorps Project Conserve **2015 – 2016 Service Description**



AmeriCorps Position Title: Pollinator Project Outreach Coordinator
Host Site: Asheville GreenWorks
Service Term: September 1, 2015 – July 31, 2016

Supervisor Name: Dawn Chávez
Supervisor Title: Executive Director
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Host Site Mission Statement

Asheville GreenWorks is a volunteer-based, environmental organization working to enhance the environment and quality of life for citizens in Asheville and Buncombe County through community based volunteer projects and environmental educational programs.

Summary of Position

The AmeriCorps Pollinator Project Outreach Coordinator will help Asheville GreenWorks to refine its landscaping efforts toward practices that will better sustain pollinators. The AC member will help Asheville GreenWorks launch a county-wide campaign for learning about the many ways we can welcome pollinators into our landscapes. This is an opportunity to partner with and realize the vision of Bee City USA in Asheville where the program began.

Qualifications – Knowledge, Skills, and Abilities

- Environmental studies knowledge, some knowledge of pollinators and native plants preferred;
- Good oral and written communications, including ability to make presentations and give instructions;
- Ability to supervise volunteers;
- Excellent social media skills desired
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule

8:30 am - 4:30 pm

Position Responsibilities and Duties

Rivers, Trails, and Public Lands (25%)

➤ **Create / Improve Publically Accessible Trails**

- Public greenways offer excellent opportunities for pollinator meadows and patches, however, city and county staff usually resort to planting non-native turf grass that must be mowed. The City of Asheville has indicated a willingness to host pollinator plantings along greenways and in parks if another organization takes responsibility for their ongoing maintenance. Signage may be added to educate passing runners, strollers, and cyclists on pollinator friendly principles. The member would recruit and train appropriate volunteers for each patch to ensure that they would be maintained after the member's service ends. (essential function)

➤ **Improve Publically Accessible Rivers**

- For stream bank stabilization, the member will choose a diversity of native plants to achieve successive blooming from spring to fall. They will point out the importance of leaving dead trees and reedy plants as host sites for the 30% of bee species that nest above ground in "tunnels." Furthermore, some ground-nesting bees, like bumblebees, nest under native grasses. It's important for stabilize stream banks and then leave those areas as undisturbed as possible for such ground-nesters. (essential function)

➤ **Improving Public Lands**

- Removing invasive exotic species is essential to restoring native plant habitats on public lands. The member will lead volunteer efforts to remove them and return with the volunteers to determine if native species are making a comeback as a result of their work. It will be important for the volunteer to explain that even though pollinators forage many invasive exotic species such as kudzu and Japanese knotweed, native species are better for sustaining the ecosystem. (essential function)

Volunteer Engagement (30%)

➤ **Coordinate Volunteers for Data Collection to Improve At-Risk Ecosystems**

- Recruit and coordinate volunteers to assess sites for invasive species removal, suitability for planting, and recommendations for native plants. (essential function)

➤ **Coordinate Volunteers for Direct Service to Improve At-Risk Ecosystems**

- Recruit and coordinate volunteers for pollinator habitat restoration including invasives removal. (essential function)

➤ **Coordinate Volunteers for Projects to Increase Recreational Opportunities**

- Recruit and coordinate volunteers to improve greenways through the planting of beautiful native flower gardens all along the trail. (essential function)

➤ **Coordinate Volunteers for Community Education and Awareness Activities**

- Recruit and coordinate volunteers for educational outreach activities and develop a schedule of presentations for garden clubs, festivals and conferences. (essential function)

Conservation Education (25%)

- **Implement Youth Educational Activities to Increase Awareness and Appreciation of Conservation**
 - Lead educational, experiential programs at schools about the importance of pollinators and qualities of healthy pollinator habitat to include:
 - Making seed bombs
 - Building native pollinator nests out of bamboo and wood
 - Planting pollinator gardens
(essential function)

- **Implement Adult Educational Activities to Increase Awareness and Appreciation of Conservation**
 - Lead educational programs for adults at public parks and along greenways about the importance of pollinators and qualities of healthy pollinator habitat to include:
 - Building native pollinator nests out of bamboo and wood
 - Planting pollinator gardens
(marginal function)

- **Implement Group Workshops and Trainings to Develop Conservation Knowledge and Skills**
 - Train adults to teach others about the importance of pollinators and qualities of healthy pollinator habitat to include:
 - The role of pollinators in sustaining agriculture and global biodiversity
 - An introduction to the 7 major groups of pollinators
 - The relationship between native pollinators and native plants
 - The diverse nesting habits of pollinators
 - Principles of planting pollinator friendly landscapes
(marginal function)

- **Implement One-on-One Training Opportunities to Develop Conservation Knowledge and Skills**
 - Engage community residents, homeowners, landowners and business owners in individual training/resources on pollinator conservation during volunteer events and public outreach activities (ex. tabling at an event) (essential function)

Disaster Services (10%)

- **Coordinate and Participate in Disaster Preparedness Trainings**
 - *Over the course of the program year, Project Conserve members may spend up to 10 days participating in disaster preparedness training (including Wilderness First Aid and CPR) and team service days focused on disaster mitigation.*

- **Coordinate Disaster Mitigation Projects**
 - Coordinate projects to repair damaged creek and river banks, remove log jams and strainers from the local waterways to prevent erosion and promote accessibility, mitigate stormwater runoff, and restore native plants in riparian buffer zones. (marginal function)

Capacity Building (10%)

➤ **Conduct Capacity Building Activities**

- *Each member may spend up to 10% of their service hours on capacity building activities designed to increase the scale, reach, efficiency and/or effectiveness of their service activities / host site organizations. Initial capacity building projects have been identified and will be confirmed prior to the start of the program year.*

Additional Comments

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases.
 - Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
 - Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
 - Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
 - Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.
 - Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data.
 - Other Essential Functions:
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Equipment / Software Used: Microsoft Word, Excel, Powerpoint; Photoshop and graphic design preferred

Physical Demands: Ability to garden, carry plants and tools, hike

Transportation Needs: Must have a car

Setting / Location of Service Activities: Throughout Buncombe County

Other Considerations:

Essential functions are the fundamental job duties:

- Meaning the position exists to perform the function;
- There is a limited number of employees among whom the performance of the function can be distributed;
- And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.