



AmeriCorps Project Conserve 2017 – 2018 Service Description



AmeriCorps Position Title: Volunteer Coordinator
Host Site: Asheville GreenWorks
Service Term: September 1, 2017 – July 31, 2018

Supervisor Name: Eric Bradford
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Host Site Mission Statement:

Established in 1973, Asheville GreenWorks inspires, equips and mobilizes individuals and communities to take action to care for the places we love to live. With thousands of volunteers, we engage the community in grassroots projects such as tree plantings, environmental cleanups, anti-litter and waste reduction education, creation of green spaces, care and preservation of Asheville's rivers and trees.

Summary of Position:

No other job will have you in a classroom in the morning, a canoe that afternoon and in a meeting with a local official that evening. You will have the ability and resources to create new programs / projects that will enrich our community for many years to come. Asheville GreenWorks is the most active environmental non-profit in Western NC. We host over 3k volunteers through over 200 projects annually. This is an exceedingly physical job that will have you leading an army of willing volunteers to protect preserve and enhance our urban environment.

Core Member Activities:

- Leading volunteers on projects ranging from river cleanups, water monitoring, litter cleanups, tree plantings, school improvement projects to community orchards. Scheduling outdoor events, tabling, signing up new volunteers and interns.
- You'll be part of an incredible team of people dedicated to protecting our urban environment through the creation of community based projects that benefits the public's health and wellbeing. You'll come home each day tired and dirty but satisfied that you made a positive difference that will felt by many generations to come.

Qualifications – Knowledge, Skills, and Abilities:

- Bachelor's environmental background preferred
- Experience leading / managing volunteers
- Willingness to protect and advocate for the environment
- Excellent interpersonal and organizational skills
- Social media skills
- Self-motivator
- Valid driver's license
- Competent computer (PC/Mac) and social media skills
- Strong swimmer, paddler and healthy enough to lift 75 lbs
- Must be outgoing, energetic, and love to work outside
- Ability and interest to manage groups of inexperienced volunteers of all ages in potentially hazardous conditions i.e river cleanups, roadside cleanups, plantings, invasive plant removals.
- 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:

40 hours, very flexible with swap time and occasional weekends.

Position Responsibilities and Duties

Conservation Education: 34%

- Each of our projects have an educational component. While working in a stream to clean up trash, we engage that group on point and nonpoint source pollution. We educate about turbidity and its effects on higher and lower benthic lifeforms. We use these opportunities to identify and remove and replace invasive plant species. Through our trash BOOM and Trash Trout projects we capture trash before it gets to the stream allowing for a conversation about HOW the trash travels from the roadside to the waterway

Volunteer Infrastructure Program (VIP): 33%

- Recruiting volunteers through tabling at multiple venues (monthly): colleges, schools, community centers, festivals, fundraisers, events and online.
- Volunteer leader program - Out of the many, we pick a few to go through specific training to help the GWorks lead more projects.
- Internship Management - The Volunteer Coordinator directly supervises, creates scheduling and guides all of our Interns.
- Volunteer best practices - We promote inter-agency volunteering to increase and refine our knowledge on how to lead successful outings.

Projects Core Values: FPS

Fun - Keep the event light, enjoyable and make sure that the volunteers feel appreciated.

Productive – If we're having too much fun, we're not being productive or safe. Find the right balance between accomplishing the project and keeping the event fun.

Safe – We can have fun and be productive but neglect safety in the process. Measure the risks prior to your project and voice your concerns to keep your volunteers safe.

At-Risk Ecosystem Impacts: 33%

- Asheville GreenWorks hosted 216 cleanups in 2016. These projects were split between roadside and waterway cleanups. We use this time to gather data in the following areas: amount of trash, type of trash, location, turbidity and biomonitoring through macro-invertebrate count. Using this data we can better hone our efforts in waste reduction and anti-litter techniques. We also use our tree planting projects to help us remove invasive plant species from public lands.

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.

Equipment/Software Used:

Mac / PC, Dropbox, Google Drive, Office, GIS

Physical Demands:

Must be fit enough to lift 75lbs, excellent swimmer and have the ability to be on your feet for 8 hours at a time.

Transportation Needs:

Must have a valid Driver's license and access to dependable transportation.

Setting / Location of Service Activities:

Buncombe / Asheville and the surrounding Counties.