



AmeriCorps Project Conserve 2017 – 2018 Service Description



AmeriCorps Position Title: Agricultural Outreach and Education Associate
Host Site: Polk County Office of Agricultural Economic Development

Service Term: September 1, 2017 – July 31, 2018

Supervisor Name: Dawn Jordan
Supervisor Title: Director
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Host Site Mission Statement:

The purpose of the Agricultural Economic Development office is to encourage, support and maintain growing agricultural enterprises in Polk County.

Summary of Position:

Maintain and enhance the Farmland Preservation program including education and outreach to qualifying new landowners, renewing expiring participants, and assist Agricultural Advisory Committee with updating Farm Protection Plan. Present workshops and community outreach events that highlight sustainable management practices. Member will interact with farmers, citizens and consumers on a daily basis both in and out of the office. Assist with monthly Friends of Agriculture Breakfasts and Annual Farm Tour. Other community education opportunities as deemed appropriate. Flexibility is incorporated into the position allowing for the member to develop area specific projects that align with mission of this office and Project Conserve.

Qualifications – Knowledge, Skills, and Abilities:

- Must be able to lift 50 pounds
- Reasonably proficient in Word and Excel
- Good communicator and comfortable with leading volunteers and carrying existing programs forward.
- 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:

9am-4:30 pm Monday-Friday with some flexible weekend events

Position Responsibilities and Duties

Conservation Education: 60%

- Develop and implement conservation education materials
- Implement community conservation education events
- Work to increase agricultural land enrollment in the County's Farmland Preservation program and assist in update of Farm Protection Plan
- Assist with education of community through Farm Tour by assisting farms on the tour to have appropriate points of interest, activities and educational materials for all ages.
- Assist with education of community through interactive events at area Farmers Markets such as local and seasonally appropriate food demos and gardening techniques.
- Develop one sustainable demonstration garden
- Many awareness activities involve interaction and collaboration with support organizations adding the opportunity for AmeriCorps member to have exposure to other entities and their missions.

Volunteer Infrastructure Program (VIP): 40%

- Recruit volunteers to assist in event planning and implementation such as Farm Tour and established training farms.
- Train volunteers in conservation and sustainability practices particularly related to agricultural lands by touring and highlighting such practices at a local farm or other appropriate site.

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).
- 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.

Equipment/Software Used:

Word/Excel

Physical Demands:

Lift 50 lbs

Transportation Needs:

Must have own transportation

Setting / Location of Service Activities:

Polk County, NC

Other Considerations:

Good communication skills and comfortable with leading volunteers and education presentations