Position: 2024 Field Specialist (AmeriCorps, ages 18 – 25 or 18 – 35 Dependent on program)

Location: Saint Paul, MN

This is not a residential program; participants must secure housing preferably near the crew location

Service Term: 1700-hour AmeriCorps position; January – December 2024

Benefits:
- Living Allowance: $2,400/month
- Education Award: $6,895.00, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- Health insurance
- Childcare assistance
- 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 AmeriCorps Field Specialist provides training, education, coordination, and leadership to AmeriCorps Members (18 - 25 or 18 - 35 depending on program) and other participants. The Field Specialist will help fellow AmeriCorps members achieve personal and program success through the principles of teamwork and service-learning. Specialists must be responsive to instructions and feedback delivered by the Field Coordinator, Program Staff, and project hosts from land management agencies such as the DNR, USFWS, NPS, SWCDs, cities and counties. In addition to providing support and training to members and participants, Field Specialists help support a variety of natural resources projects. Natural resources projects vary but may include:

- Invasive species management
- Stream bank stabilization, erosion control
- Prescribed burning
- Trail construction & maintenance
- Tree planting
- Basic carpentry
- Raingarden maintenance
- Emergency response

Projects are in partnership with public land management agencies such as the State Department of Natural Resources, US Fish & Wildlife Service, National Park Service, cities, counties, and trail associations. Projects are physically challenging and team-oriented and occur primarily in the Twin Cities Metro area, but may occur throughout the Midwest, including urban and wilderness settings.
Primary responsibilities include fostering AmeriCorps member development through experiential learning, providing technical skills training, providing trainings on JEDI (Justice, Equity, Diversity and Inclusion) principles and practices in line with CCMI values, monitoring field safety and conducting equipment maintenance. In addition, the Field Specialist helps coordinate logistics, tools and equipment for AmeriCorps members and participants natural resources projects, shuttles vehicles and/or equipment as needed, and serves alongside AmeriCorps members on more technical field projects.

Duties & Responsibilities

- Coordinate service projects and assist with project management, including training, site safety visits, assisting crews with technical projects, filling in for short-handed crews, shuttling equipment and coaching Crew Leaders. Partner with project hosts and Crew Leaders to determine schedules, daily plans, tasks, tools and responsibilities so projects are accomplished in an efficient, safe and consistent manner.
- Provide or coordinate training, including skills training, project-specific trainings, and crew operation trainings (in some programs this may include youth development and youth leadership facilitation).
- Provide and/or coordinate crew operation training such as team building, effective communication, conflict resolution, JEDI (Justice Equity, Diversity and Inclusion), and in some programs youth development, and youth leadership facilitation.
- Conduct on-the-job training demonstrations for all crews starting new projects or using specialized tools.
- Complete natural resources service projects in cooperation with fellow members safely, effectively and efficiently and to the satisfaction and specifications of the project host.
- Abide by Corps program safety regulations as well as applicable federal/state/municipal law and OSHA requirements; communicate any safety concerns and incidents.
- Contribute actively to the team to complete projects, demonstrating a commitment to the Corps values of safety, service, respect, equity and community, as well as justice, diversity, and inclusion.
- Support member development to ensure that members achieve personal and program success through the principles of teamwork and service-learning.
- Commitment to complete entire service term as outlined in the Member Service Agreement.
- Complete and approve timecards and other required reports and paperwork in timely manner.
- Promote and follow all safety requirements of OSHA, project hosts and the Corps, including protocols implemented to mitigate the risk of COVID-19.
- Maintain and track equipment and assure proper maintenance of Corps fleets and equipment, including maintaining logs and records.

Role Clarification: This is an AmeriCorps member level position, NOT a staff member. While serving in this AmeriCorps position, members need to abide by the below restrictions:

- Members may NOT sign/approve official documents such as AmeriCorps paperwork, other member timecards, performance evaluations, disciplinary contracts, project contracts or any similar documents.
- Members may NOT be directly involved in project acquisition or contracting.
- Members may NOT discipline other AmeriCorps members. While they may provide guidance, facilitate crew meetings, motivate, reward, and uphold safety policies on the service site, all policy violations and disciplinary action must be directed to and handled by Corps staff.

Hours & Schedule

Schedules can vary, depending on the time of year. Field specialists should expect to be scheduled for at least 40 hours of service per week. Depending on the time of year, a typical schedule may be Monday – Thursday, 7:00 AM – 5:30 PM, Tuesday – Friday, 7:00 AM – 5:30PM or Wednesday – Saturday, 7:00 AM – 5:30 PM (all schedules include a mandatory 30 minute lunch break which does not count towards service hours). Overnight travel (4 –
12 consecutive days) may be required for service projects. Some special assignments (including wildfire response and other emergency response assignments) may require members to deploy for several weeks at a time.

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
- Power and hand tool safety and maintenance
- S130 & S190 Firefighter training and red card certification training
- First Aid and CPR
- MN Safety Council defensive driving
- Trailer operation and safety
- Invasive species management/herbicide application
- Plant identification
- Leave No Trace principles.

No more than 20% of service time will be dedicated to training and development.

Qualifications

- 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
- Ability to perform the Essential Service Functions, which include but are not limited to:
  - Long (10 hour) days of shoveling, digging, and swinging heavy tools repetitively
  - Long (10 hour) days of chainsawing / brush sawing
  - Heavy lifting, bending, and carrying up to 50 pounds
  - Walking and working on steep or uneven terrain
  - Working in extremes of heat or cold
- Flexible schedule to accommodate weekend programming, out of town assignments and emergency response
- 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.
- High school degree, GED, or willingness to work towards obtaining a GED
- Working knowledge of conservation project management from a variety of disciplines such as timber stand improvement, trail construction, GIS/GPS surveying, rain garden installation, habitat restoration and prairie/forest management
- Experience with hand and power tool safety, use and small engine repair.
- Experience in tree felling and chainsaw operations, construction and mechanical skills.
- Leadership experience with youth and/or young adults preferred.
- Current First Aid/CPR certificate or better
- Previous experience in a leadership role, including coordinating and implementing training.
- Effective communication skills and ability to multi-task and be flexible in responsibilities.
- Previous AmeriCorps experience and four-year degree in a related field is preferred.
- Iowa locations only: Must possess or be able to acquire an Iowa Department of Agriculture Commercial Pesticide Applicator License. Corps will provide training and support to obtain license.
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: ______