

PCEI AmeriCorps Stewardship Coordinator

PROJECT SPONSOR: Palouse-Clearwater Environmental Institute

PCEI MISSION: To increase citizen involvement in decisions that affect our region's environment.

LOCATION: Palouse Nature Center in Moscow, Idaho.

POSITION TIMELINE: Position starts October 1, 2024, and ends August 31, 2025

POSITION SUMMARY: The Palouse Nature Center, in Moscow, ID, is the 26.2-acre home base of the Palouse-Clearwater Environmental Institute. Open to the public from dawn until dusk, the nature center is comprised of wetlands, nature trails, gardens and facilities that demonstrate sustainability practices. The Stewardship Coordinator will be responsible for developing a sustainable nature center stewardship program, including the coordination, training and leadership of volunteers and interns in service-learning activities. They will occasionally work with fellow AmeriCorps members on PCEI's restoration projects and will be supervised by the Project Manager.

RESPONSIBILITIES:

- Engage local community members and students in nature center stewardship activities
 - Develop and maintain relationships with local community groups
 - Recruit a diverse set of volunteers to participate in stewardship activities
 - Coordinate and track volunteer scheduling and activities
 - Lead volunteer stewardship events
 - Organize a volunteer appreciation and awareness event
- Create legacy materials to perpetuate community co-stewardship of the Palouse Nature Center
 - Develop the schedule of daily, weekly, monthly, and annual stewardship tasks, which will serve as a legacy resource for future stewardship leaders and volunteers
 - Develop stewardship skills training and materials to perpetuate the program
 - Maintain and improve the volunteer shed, equipment and supplies
 - Assist in developing a program handbook to ease the process of incorporating new stewardship leaders and volunteers
 - Conceive additional strategies and plans to strengthen the co-stewardship program
- Oversee nature center stewardship activities
 - Sustainable waste management, including composting systems
 - Maintaining trails/pathways, lawns, gardens, and building access
 - Managing weeds
 - Maintain stewardship equipment and storage areas
 - Occasionally assist the PCEI restoration program in stewardship across the Palouse region

DESIRED QUALIFICATIONS:

- Leadership experience
- Experience doing physical labor and working outdoors
- Experience with operation and maintenance of tools and small machines

- Some knowledge of ecology, conservation, native plants and/or horticulture, or related subjects

POSITION REQUIREMENTS:

- Willingness to learn from others, engage diverse community members, and foster teamwork
- Competent with basic computer software (Microsoft Office, Google, etc.)
- Reliable and willing to communicate
- Ability to organize both information and physical spaces
- Work onsite at nature center or restoration project in a variety of weather conditions.
- Able to lift at least 50 lbs.
- Able to kneel, remain on feet for multiple hours, and traverse uneven terrain
- Ability to commit to the full term of service for which they are applying.
- Valid driver's license and good driving record.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a criminal history check provided through PCEI AmeriCorps.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, and national service days. Some travel is required.

MEMBER BENEFITS INCLUDE:

- A taxable, monthly living allowance totaling \$22,000 for an 12-month/1700-hour term.
- Upon successful completion of a term of service, eligible members receive an education award in the amount of \$7,395 that can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance - after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.
- Basic medical insurance for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.