

## Iowa Monarch Habitat Project Crew Member

AmeriCorps Position: Field Crew Member (ages 18-25)

Living Allowance: Stipend \$1,450 per month

Education Award (if eligible): \$3,097.50 (for half term)

OR \$1,678.57 (for quarter-term)

Service Term:

- Half-term: May – December
- OR Quarter-term: May – August

Service Schedule: 40 hours per week, Monday – Thursday, 7:00 AM – 5:30 PM (typical)

Reports to: Regional Manager and Assistant Regional Manager

Criminal History Check: NSOPW & State, the member does not have recurring access to vulnerable populations

**Location:** This is not a residential program; participants must secure housing near the crew shop location in Iowa. Lodging (tents in mild temperatures or motels in winter) and food will only be provided during week-long out-of-town service projects. Up to 90% of projects will be out-of-town assignments, requiring camping for 4 to 12 consecutive days.

- Crew is based in Des Moines

**Position Summary:** A crew of five AmeriCorps members participate in on-the-job training to learn natural resources management skills and put those skills into practice studying monarch butterfly breeding habitat. The crew member position involves physically challenging, team-oriented AmeriCorps service. Habitat projects may include but are not limited to pollinator counts, milkweed stem counts, and maintaining and organization field data. Project sites vary throughout Iowa, including urban settings and wilderness. Service is performed exclusively outdoors and may involve camping for several days at a time.

After the monarch butterfly migration in early to mid-October, crew members duties will shift. Members will participate in habitat restoration projects in Iowa, completing natural resource conservation projects such as exotic species management, herbicide application, stream bank stabilization and erosion control, timber stand improvement, prescribed burning, trail construction & maintenance, tree planting, basic carpentry, wild land fire suppression and emergency response in partnership with public land management agencies. This position is led by an AmeriCorps Crew Leader and is supervised by two Regional Managers.

### Qualifications:

- Ability to work well with others in a team setting.
- Strong desire to learn new skills.
- Positive attitude and interest in community service.
- Dedication to complete the full term of AmeriCorps service.
- Flexible schedule to accommodate week-long out of town assignments and emergency response.

### Requirements:

- Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US.



- Must pass the National Sex Offender Public Registry and criminal history check defined as no positive hits on the NSOPW and no history of violent offenses on the criminal history check.
- Must successfully pass medical review process.
- 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.

**Essential Service Functions:** Ability to perform the \*Essential Service Functions 40 hours per week

- Long (10 hour) days of shoveling, digging and swinging heavy tools repetitively
- Long (10 hour) days of chainsawing / brush sawing
- Long (10 hour) days collecting habitat data
- Heavy lifting, bending, and carrying up to 50 pounds
- Walking and working on steep or uneven terrain
- Working in extremes of heat or cold
- Working, eating, and camping outdoors in all weather conditions
- Ability to complete an arduous Work Capacity Test. The arduous level requires individuals to walk 3 miles in 45 minutes while carrying a 45-pound pack on level terrain.

*\*Full list of essential functions for service available here:*

<http://www.conservationcorps.org/s/Essential-Service-Functions-Field-Crew-YO-member-leader-FS.docx>

\*Adequately performing essential service functions is a requirement of this position. Reasonable accommodations are available upon request.

### **Position Responsibilities and Tasks:**

**Essential Skills:** The crew members must have relevant experience in the fields of biology, botany, wildlife, or another related field and experience identifying native prairie forbs in the Midwest. Crew members must be able to work independently and also collaborate closely with other crew members and the crew leader, drive long distances, and collect plant and insect data in direct sunlight, high temperatures, and buggy conditions. They must be available to spend up to several nights a week spiking in rural areas. The positions require excellent verbal communication skills, attention to detail, and the ability to enter data accurately onto a mobile device and computer. Valid driver's license and clean driving record.

**Desired Skills:** Experience identifying insects and their larval instars. Knowledge of North American milkweed species (ability to recognize common and uncommon species in the field).

AmeriCorps members are expected to serve a minimum of 900 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement. Absences (sick or vacation) beyond one excused day for full-time 450-hour AmeriCorps members or two excused days for full-time 900-hour AmeriCorps members are deemed excessive, jeopardizing the member's ability to accrue the minimum service hours required for the education award (special circumstances may apply for absences due to COVID-19). If a member has excessive absences, the member may need to volunteer with an

external organization outside of regularly scheduled service days to earn additional service hours to complete the education award. These additional service hours must be pre-approved by Staff.

### **I. Perform service safely to prevent accidents and injuries.**

- A. Actively participate in all field safety sessions and morning stretches prior to the start of service activities each day.
- B. Actively participate in on-the-job training in the proper use and maintenance of hand and power tools when starting new service tasks or using specialized tools.
- C. Follow all safety procedures throughout each service day, including protocols implemented to mitigate the risk of COVID-19.
- D. Abide by all state laws (e.g. wearing seat belts), OSHA and program safety regulations.
- E. Wear personal protective equipment consistently and properly.
- F. Report all accidents and injuries to the Crew Leader within 24 hours of the incident. Serious injury requiring hospitalization should be reported to the Regional Manager immediately.
- G. Inform the Crew Leader of hazards or safety concerns on project sites; and once identified, eliminate the hazard or ensure that proper training and/or equipment is provided to ensure crew safety.
- H. Use a “ground guide” when backing any vehicle to avoid accidents.
- I. Carefully review safety messages from Staff.

### **II. Participate in daily operations so that efficient, high-quality standards are assured.**

- Report to the crew shop at assigned start time (typically 7:00am) to discuss daily plans and receive assignments, starting service on time each day.
- Load tools, equipment, and materials into vehicles properly. Do not leave needed tools behind and do not leave tools at the project site.
- Field data collection: members will travel around the state of Iowa collecting monarch butterfly habitat data, including but limited to pollinator counts, Milkweed stem counts, and other data.
- Data entry and field logistics management: Maintain, organize, and enter field data on phone/tablet/computer (provided by CCMI) throughout the season.
- Complete habitat restoration projects in cooperation with fellow members safely, effectively and efficiently. Natural resource conservation projects include, but are not limited to: exotic species management, herbicide application, stream bank stabilization and erosion control, timber stand improvement, prescribed burning, trail construction/maintenance, tree planting, basic carpentry, wild land fire suppression and emergency response.
- Complete service projects on time and to the satisfaction and specifications of the project host.
- Communicate with fellow AmeriCorps members, serving as a team to complete projects, support each other, and boost morale.
- Keep service sites, offices, shops and vehicles neat and orderly - conduct equipment repairs, clean, oil, and grease equipment as needed.
- Report problems, schedule changes, and other issues to the Crew Leader in a timely manner.
- Complete and approve timecards bi-monthly and submit to Regional Staff for approval (Note: lunch time does not count towards service term hours).

**III. Coordinate public relations so that the community is aware of program accomplishments and crews are involved in areas in which they serve.**

- A. Full-time AmeriCorps members are encouraged to seek volunteer service opportunities outside of regularly scheduled service projects. Obtain approval for additional "Civic Engagement" service hours from Regional Staff and ensure that projects comply with AmeriCorps prohibited service activities.
- B. Share project highlights and photos with the Marketing and Communications Department for inclusion in news release articles and The Corps Update newsletter.
- C. Attend program, community meetings, outreach events, etc. as requested by Regional Staff.
- D. Respond to inquiries from the public in a courteous, timely manner in cooperation with the Crew Leader and Regional Staff.

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.

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

- Corpsmembers may NOT sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts or any similar documents.
- Corpsmembers may NOT be directly involved in project acquisition or contracting.
- Corpsmembers 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 Regional Staff.

**CONDITIONS OF AGREEMENT:** AmeriCorps members will be subject to all state and federal laws, and the rules and regulations of OSHA and Conservation Corps. The member is expected to fully understand and adhere to the rules, regulations and code of conduct as described in the AmeriCorps member manual. Policy violations will result in disciplinary action according to program guidelines, including written warnings, fines, suspension without stipend, and/or termination. The AmeriCorps member is accountable for meeting or exceeding the responsibilities of this position as described above and will be evaluated at mid-term and end-term by Corps Program Staff, with input from project hosts. Successful completion is contingent on both AmeriCorps education award hours and service through the agreed upon term end date.

This program is available to all, without regard to disability, race, religion, national origin, gender, sexual orientation, political affiliation, or other non-merit factors. The 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.

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:** \_\_\_\_\_