

## IOWA TRAILS CORPS CREW MEMBER POSITION DESCRIPTION

AmeriCorps Position: Iowa Trails Corps Crew Member (ages 18-25)

Living Allowance: Stipend \$1450 per month

Education Award (if eligible): \$1,678.57

Service Term: May – August

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

Reports to: Iowa Program Manager and Assistant Program Manager

Criminal History Check: NSOPR & 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 **Granger, IA** or make plans to commute on Monday mornings. Lodging (tents or cabins) 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 consecutive days/3 nights.

**Position Summary:** Crews of 6 AmeriCorps members participate in on-the-job training to learn trail building and maintenance skills and put those skills into practice completing trail restoration projects throughout Iowa. The crew member position involves physically challenging, team-oriented AmeriCorps service. 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. Crews complete projects involving erosion control, trail construction & maintenance, as well as basic carpentry. This position is led by an AmeriCorps Crew Leader and is supervised by Iowa Program Staff.

AmeriCorps Crew Members must be able to serve effectively on a team comprised of their peers, helping fellow members achieve personal and program success through the principles of team work and service-learning. Crew Members must be responsive to instructions and feedback delivered by the Crew Leader, Program Staff, and project partners.

### 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
- 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:**

AmeriCorps Crew Members must actively participate in technical and personal skills training and strive to further develop these skills in the field. Members must fully contribute to environmental service projects to the best of their ability, serving safely, effectively and efficiently to ensure that habitat restoration projects are completed to the satisfaction of project hosts and the community.

AmeriCorps members are expected to serve a minimum of 450 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement. The service calendar outlines 510 available hours of service, with no service (and thus, no accrual of service hours) on Memorial Day & Independence Day. Therefore, absences (sick or vacation) beyond one excused days for quarter-time 450-hour AmeriCorps members are deemed excessive, jeopardizing the member's ability to accrue the minimum service hours required for the education award. (Note: Special circumstances may apply for time missed due to COVID-19. Program Staff will review those protocols at the start of the term.) 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.**

- A. 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.
- B. Load tools, equipment, and materials into vehicles properly. Do not leave needed tools behind and do not leave tools at the project site.
- C. Complete trail restoration projects in cooperation with fellow members safely, effectively and efficiently. Trail projects include, but are not limited to: erosion control, trail construction & maintenance, as well as basic carpentry.
- D. Complete service projects on time and to the satisfaction and specifications of the project host.
- E. Communicate with fellow AmeriCorps members, serving as a team to complete projects, support each other, and boost morale.
- F. Keep service sites, offices, shops and vehicles neat and orderly - conduct equipment repairs, clean, oil, and grease equipment as needed.
- G. Report problems, schedule changes, and other issues to the Crew Leader in a timely manner.
- H. Complete and approve timecards bi-monthly and submit to Program Staff for approval (Note: lunch time does not count towards service term hours).

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.

**Evaluation schedule:** All members will be required to participate in a formal evaluation process at least once, including an end-of-term evaluations.

**Training and Benefits:** As an AmeriCorps service learning program and to prepare Crew Members for habitat restoration projects, 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 including: AmeriCorps benefits, team building and conflict resolution, diversity, safety and risk management, power and hand tool safety and use, tool maintenance, trail construction/maintenance, Red Cross first aid and CPR, MN Safety Council defensive driving, trailer operation and safety, invasive species management/herbicide application, tree identification, and Leave No Trace principles. In addition to these many skills and education trainings members who successfully complete a term of service may be eligible for benefits including an education award, loan forbearance, health insurance, and child care allowance.

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