



AmeriCorps Buckeye Lake Watershed Coordinator

Our work environment is high energy, high activity and mutual support.

Understanding of environmental issues and concern for improving the environment is necessary. A Bachelor's degree or working toward a degree of equivalent experience is recommended (an environmental sciences background is desirable).

Skills and Qualifications:

- This position requires the ability to work both independently and, in a team setting. Excellent organizational and communication skills, ability to speak in public settings is required.
- Must be 17 years of age by start date of employment.
- Must have HS diploma or GED certificate.
- Must pass a criminal, FBI and DMV background check (having a background does not automatically exclude you from the position).
- Must be willing to accept the position as a full-time priority and be able to complete your 1,700 hours of service.
- Knowledge of MS Office software packages and general computer skills are required. GIS experience is preferred.
- AmeriCorps members must possess the ability to work outdoors in adverse weather conditions (heat, cold, insects, etc.), be able to carry 50 pounds and to traverse over rough terrain.
- Must have own transportation and valid driver's license. Usual hours of service will be M-F during regular office hours of 8:00-4:30pm excluding federal holidays. The ability to serve flexible hours, including some evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes.
- Must meet deadlines and the ability to handle multiple tasks are vital to success in this position.

Location: Office is in Newark, Ohio service area is Buckeye Lake Watershed.

Duties and Responsibilities of the AmeriCorps Member:

- Assist with outreach activities such as preparing displays, developing and distribute brochures, fact sheets and contribute to newsletters and publications.
- Assist with water quality education activities including youth programming in schools and community events.
- Provide material and articles for social media, brochures and outreach materials including the organizational newsletter.
- Prepare a monthly Buckeye Lake Watershed report for Buckeye Lake for Tomorrow Board meetings

- Coordination for large annual events at Soil & Water such as tree sale, River Round Up and Stormwater Awareness week programming.
- Coordinate water quality monitoring activities such as field monitoring/data collections, data entry, analysis, and mapping.
- Coordinate Buckeye Lake Citizen Water Quality Testing Program including training the volunteer Lake Keepers to collect monthly water samples
- Update and maintain the Buckeye Lake for Tomorrow data base of all water quality test results in the watershed
- Participate in the installation and maintenance of aeration systems, perform periodic inspections
- Support the grant application process and implementation of grant funded projects in the watershed
- Participate in training, conferences and assisting other AmeriCorps members at their host sites as necessary to increase knowledge and gain career networking opportunities
- Complete online timesheet and 2 activity reports monthly, required timesheets and monthly reports in the Americorps online system
- All other duties as assigned within the limitations of this member description.