



23-24 William Penn - Mahaska Partnership Position Descriptions

William Penn University, Oskaloosa, IA

This site is hiring to fill the following positions:

Position #1: *Land & Water Steward*

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$4,826.50/term

Anticipated service schedule for this host site is **[9:00 am - 3:00 pm, Monday through Friday]**, with occasional nights and weekends as projects require.

Host Site Overview: *William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality. Our GIA teams have been valuable in data collection, educational resource development (handouts, videos, activities for youth, workshops for adults such as, creating rain barrels), developing plans for and doing the labor for new conservation features like pollinator gardens, rain gardens, invasive species management, improving the area around a pond, natural prairie management, agricultural inventories, assisting Field Day and other event staff, and more.*

GIA Performance Metrics *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- Educational Programming** engaging participants in environmentally-focused lessons and activities [450 education events with 4500 individuals reached]
- Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- Additional Direct Service Activities**
 - Energy efficiency services (examples: residential home energy audits and weatherizations, residential and/or public retrofits, distribution of energy savers kits)** [600 energy assessments and 400 retrofits]

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- Climate Action Planning and Greenhouse Gas Inventory Activities** [8 climate action plans and/or greenhouse gas reduction inventories]
- Water quality related projects** [100 water quality related projects]
- Tree planting** [1500 trees planted]
- Waste reduction activities (examples: recycling and/or composting education, waste audits)**

Site Supervisor(s): Debbie Stevens, Coordinator of Career Services

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position #1 and #2: Land & Water Stewards

Position Outline: Provide education pathways to students interested in conservation and Land & Water Stewardship; developing educational activities and handouts for children, youth and adult populations related to land stewardship and water quality initiatives taking place in our county, city, and University; assisting each other in these educational offerings with resources, facilities, and staff. Members will be connected to direct service and volunteer opportunities with partners, conservation and environmental agencies, non-profit organizations such as United Way, community events, and our area school districts. Members will be included in appropriate professional development training (such as water quality testing, collecting GPS data, mapping), leadership meetings such as County Conservation Commissioners' meetings, Conservation Board connections, relevant grant development discussions; introductions to conservation experts such as Urban Conservationists, Pollinator Experts, Agriculture partners, University Professors and Leadership, etc. Members will work to continue water quality measures and expanding watershed testing through grant opportunities. They will create educational workshops and demonstrations about conservation such as rain barrels, bio-swales, rain gardens, etc. Members will develop a 'liaison' relationship with our WPU Ecology Club, Mahaska County Master Gardeners, area organizations, school districts, and environmental educators to provide more access to learning opportunities and build a base of volunteers.

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Member Duties:

- Water quality monitoring extended downriver of the Mahaska County Soil and Water Conservation District in collaboration with conservation and watershed coordinators in the Ottumwa and Mt. Pleasant area (South Skunk River and Cedar Creek).
- Work as part of Partnership Coordinator Team to:
 - Develop informational/educational handouts, videos, newsletters, programming
 - Provide educational outreach to ag producers and urban and county residents of all ages
- Update Mahaska Partnership social media and website
- Organize and help host Field Days and other events (face-to-face and virtual) to share best agricultural practices
- Assist with activities and duties related to the Partnership's Land & Water Stewardship workplan
- Attend monthly Commissioner and other relevant meetings
- Create maps for producers using the Agricultural Conservation Planning Framework (ACPF),
- Identify gaps in the data to extend the modeling (knowledge of GIS helpful but not required)
- Driving required
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Organized
- Detail-oriented
- Strong verbal & written communication
- Self-directed
- Accountable
- Knowledge of/willing to learn about water quality and storm water issues, native prairie, resource management, and land stewardship activities
- Strong event/project-based planning skills and networking skills
- Experienced with Microsoft Excel, Word
- Knowledge about GIS, Google applications including Google Calendars, Google Documents,

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and social media and website maintenance

- Comfortable managing volunteers and working with diverse audiences

[*Green Iowa AmeriCorps*](#) is managed by the University of Northern Iowa's [*Center for Energy and Environmental Education*](#)

