



23-24 Seed Savers Exchange Position Descriptions

3094 N Winn Road, Decorah, IA 52101 - seedsavers.org

This site is hiring to fill the following positions:

Position #1: *Seed Preservation Coordinator*

Position #2: *Seed Preservation Coordinator*

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 **8:30 am - 3:00 pm, Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview:

Founded in 1975, Seed Savers Exchange (SSE) is on a mission to “steward America’s culturally diverse and endangered garden and food crop legacy for present and future generations. We educate and connect people through collecting, regenerating, and sharing heirloom seeds, plants, and stories.” The nonprofit organization employs over 50 employees to meet this mission through preservation, field work, administration, education and seed sales.

Stewardship is a core value at Seed Savers Exchange and AmeriCorps members will have the opportunity to support both environmental and seed stewardship activities during their service term. Core activities will include public garden support, germination testing, seed preservation and grow outs, food waste reduction, community outreach, and support of conservation efforts on SSE’s 890-acre seed farm.

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.*

[Select all that apply for your site]

- [Mandatory] Educational Programming** engaging participants in environmentally-focused lessons and activities *[450 education events with 4500 individuals reached]*

Green Iowa AmeriCorps
Position Descriptions

- [Mandatory] Community Outreach** engaging outside volunteers in service activities
[380 outreach events with 2750 volunteers engaged]
- RENEW and ADAPT growers
- Additional Direct Service Activities (Select at least 2-3)**
 - 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)**
 - Gleaning, food waste coordinator, apple waste

Site Supervisor(s): Peggy Miller, Human Resources Manager

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: Seed Preservation Coordinator (2 positions)

Position Outline:

The seed preservation coordinator will work closely with members of the Preservation Department to steward the biodiversity of our garden heritage through seeds. They will spend time working with the seed lab to support the health of the 20,000+ varieties in the seedbank through germination testing and inventory projects. Other duties within the Preservation Department will include education and outreach to garden partners, working on seed bank varieties in the field, assisting the evaluation team, hand pollinating corn, and orchard work. Duties outside of the Preservation Department will include helping at events, support the Herman's Garden seed donation program, onsite conservation work, and food waste reduction efforts. Duties during the winter months will include weekly hours spent at Winneshiek County Conservation, supporting their community outreach efforts.

Green Iowa AmeriCorps Position Descriptions

This position will have the opportunity to work within many of the diverse aspects of SSE's preservation work alongside our staff. Work will include office time, field work, recording data, creating outreach and education materials, planning a larger project to reduce food waste, and interacting with the public as a representative of Americorps and SSE.

Member Duties:

- Work with the seedlab team on germination and inventory projects for the seed bank.
- Support the Herman's Garden seed donation program. This will include some logistics and volunteer coordinating.
- Assist the seed lab and evaluation team in the field during the growing season to steward varieties from the seed bank. Seed lab will be growing for a seed harvest, and the evaluation team will be recording data on seed bank varieties.
- Potentially assist with outreach and educational materials that will help connect the public with SSE's seedbank.
- Assist the orchard team in stewarding 1,000 apple varieties by helping in the orchard
- Support onsite and virtual events as needed
- Help to maintain hiking trails and signage on Heritage Farm
- Support the Winneshiek County Conservation organization with community outreach projects and maintaining nature center displays and appearance
- 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:

- Desired skills:
 - Ability to work with a team and independently
 - Attention to detail
 - Great communication skills with host site as well as the public
 - Able to complete tasks in a timely manner
 - Able to handle extreme temperatures- working outside in heat and humidity in the summer, and entering the seed storage cooler throughout the year.

Members can expect to gain the following skills/experiences in this position:

- Members can expect to gain skills and experiences that will equip them for a variety of future careers. This will include:

Green Iowa AmeriCorps Position Descriptions

- Technical horticulture skills including germination testing, plant identification, corn hand pollination and tending plants in the field
- Nursery skills including orchard maintenance techniques such as pruning, weeding, wrapping trees, and picking up drops
- Communication skills
- Volunteer coordinating
- Planning food waste reduction
- Organic and Sustainable agricultural practices

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

