



2025-2026 Dubuque County Conservation Position Descriptions

Swiss Valley Nature Center | 13606 Swiss Valley Road, Peosta, IA 52068

This site is hiring to fill the following positions:

Position #1 - #2: *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)	\$5,176.50/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: *Dubuque County Conservation provides a network of high-quality parks, habitats, trails, and water supported by communities passionate about nature. We strive to engage the community's stewardship and enjoyment of its natural resources. We do this through environmental education at our 2 nature centers and 20+ managed properties with school field trips, public programs, summer camps, and other special events.*

Within the Driftless Area, Dubuque County boasts spectacular views of the Mississippi River Valley a-top remnant hill prairies unique to this area with many uncommon species of pollinators and plants. With the help of our growing volunteer base, we are restoring these natural areas and improving upon the quality of all habitats across Dubuque County among the 2,500+ acres of land managed for the public to use in an array of ways such as hiking, mountain biking, hunting, fishing, camping, 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]*

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☐ **Additional Direct Service Activities**

- ☒ **Water quality related projects** [100 water quality related projects]
- ☒ **Tree planting** [1500 trees planted]

Site Supervisor(s): Taylor Schaefer, Naturalist & Nick Banwarth, Natural Resources Tech

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: Green Iowa AmeriCorps members serving with Dubuque County Conservation will support staff in both environmental education & outreach and implementing land management practices throughout Dubuque County. Members will support our environmental education staff with planning and leading environmental education programs in conjunction with the Dubuque Community School District through our Outdoor Adventures program targeted for all elementary students in the district. We emphasize the connection between outdoor experiences and science curriculum. Other environmental education programs may include, but are not limited to leading, other school field trips, day camps, guided hikes, summer camps, volunteer events, kayak cleanups, and more.

Members will also support conservation staff with land management practices including, but not limited to, creating land management plans, invasive species removal, prescribed prairie burns, trail maintenance, tree plantings, and leading volunteer events. Members will support the efforts of Dubuque County Watersheds and the University of Dubuque in collecting water samples throughout Dubuque County on a monthly basis and plan watershed clean ups and other water quality outreach events for the public. Members will support other entities with partnered efforts such as electrofishing with the DNR, converting turf grass to prairie with Mowing to Monarchs, etc.

Member Duties:

- Plan and execute environmental education curriculum for field trips & camps
- Organize, plan, and lead volunteers through land management practices and environmental education

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- Remove invasive species through physical methods including chainsaws, hand saws, loppers, and weed eaters
- Collect water samples monthly and coordinate watershed outreach efforts with partnering organizations
- Promote education and outreach events on social media
- Design informational kiosks, informational displays, and promotional material for tabling events
- 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:

- Valid driver's license
- Prior knowledge of native and invasive species of Iowa
- Passion for restoring natural areas and habitats
- Experience working with youth
- Leading volunteers or other groups of individuals
- Strong communication skills through both written and verbal forms
- Willingness to learn new skills

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

- Native and invasive species identification
- Land management techniques and practices
- Pesticide Applicator license
- Wildland firefighter training
- Prescribed burn experience
- Planning environmental education curriculum
- Chainsaw training

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

