



23-24 CEEE Position Descriptions

[8106 Jennings Drive, Cedar Falls, Iowa]

This site is hiring to fill the following positions:

Position #1: *Neighborhood Trees Coordinator*

Position #2: *A Garden in Every Lot 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 **[9:00 am - 3:00 pm, Monday through Friday]**, with occasional nights and weekends as projects require.

Host Site Overview: The Center for Energy & Environmental Education (CEEE) creates opportunities for UNI students, faculty and staff to work with community leaders to arrive at evidence-based, solution-oriented responses to the problems they wish to address. We offer technical assistance, educational programs, and leadership in energy conservation and renewable energy, community-based food system, and environmental health. The CEEE serves Iowa cities, counties, school districts, teachers, farmers, businesses, elected officials, state agencies, community leaders, citizen organizations and individuals.

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]*
- **[Mandatory] Community Outreach** engaging outside volunteers in service activities *[380 outreach events with 2750 volunteers engaged]*
- **Additional Direct Service Activities (Select at least 2-3)**
 - **Neighborhood trees planning, assessment, and planting** *[1500 trees planted]*
 - **Installing backyard vegetable gardens**

Green Iowa AmeriCorps
[Host Site] Position Descriptions

Site Supervisor(s): Kamyar Enshayan, CEEE Director

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: Neighborhood Trees Coordinator

Position Outline: So many neighborhoods with lots of pedestrian traffic lack trees and shade, especially in low-income neighborhoods. Simple investment of strategically planting trees to create pleasant public spaces with multiple community benefits is the goal of this work. The position involves scoping out neighborhoods in need, planning, partnerships, building relations with neighborhood associations, grant writing for tree purchases, working with local governments, managing volunteers, and planning tree planting days are among duties of this position. The rewards are tangible, visible improvement of neighborhoods.

Member Duties:

- Proactive identification and assessment of areas in the community in need of trees
- partnership development with cities and neighborhood associations
- identifying, applying, and securing funds to cover the costs of trees
- recruiting and managing volunteers for planting days
- setting tree planting goals with participating organizations in various communities or neighborhoods
- further explore tree care and tree nursery possibilities for this initiative for the long run
- organize tree plantings
- tracking tree plantings and other measures of accomplishments
- 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)

Green Iowa AmeriCorps
[Host Site] Position Descriptions

The ideal candidate will possess the following skills:

- Interest in, and enthusiasm for, creating pleasant, walkable public spaces in neighborhoods
- Organized, ability to document service activities and program metrics, and comfortable working with google applications (docs, sheets, etc.)
- Ability to do physical work of planting 10s of trees at a time
- Outgoing personality and a willingness to approach and talk to community members
- Creative thinking and problem solving
- Excellent communication, public speaking and teamwork skills

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

- Community organizing to create tangible change
- Organizational skills
- Working in a team to sequence a variety of tasks that need to line up for neighborhood tree planting
- Work with community leaders who are active in neighborhood improvement
- Make a visible impact in quality life of this community

Position: A Garden in Every Lot Coordinator

Position Outline: The goal of A garden in Every Lot is to renew a culture of backyard gardening and remove all barriers for people to be able to have a backyard vegetable garden; last year our team installed 63 gardens! The work involves outreach to various community groups, scheduling assessment and ground preparation, securing plant starts and seeds, and overall coordination garden services to first-time gardeners.

Member Duties:

- Learn basic garden site preparation
- Learn how to handle a roto-tiller
- Complete safety training of handling a roto-tiller
- Outreach to neighborhood and community organizations
- Schedule site assessment and site preparation
- Secure plant starts and seeds for the season
- Maintain the tools needed for the work
- Set goals for the season

Green Iowa AmeriCorps
[Host Site] Position Descriptions

- Track activities and accomplishments of the program
- Help in training summer service members and volunteers

- 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:

- Interest in improving access to more fruits and vegetables
- Eagerness to learn basic gardening skills
- Excellent communication and public speaking skills
- Willingness to learn how to handle a roto-tiller to prepare a garden site

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

- Community organizing to create tangible change
- Organizational skills
- Working in a team to sequence a variety of tasks that need to line up for installing backyard gardens
- Work with community leaders who are active in neighborhood improvement
- Make a visible impact in quality life of this community and see how your garden installation is influencing quality of life for a family
- Learn gardening skills