



Iowa Lakeside Lab Position Descriptions

1838 IA-86 Milford, IA 51351

This site is hiring to fill the following positions:

- Conservation Steward - Ecosystems Management
- Conservation Steward - Citizen Science
- Community Garden & Education Coordinator

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter Time (TQT)	11-mo	1200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$5,176.50/term

Host Site Overview: Iowa Lakeside Laboratory (ILL) provides members with hands-on opportunities in environmental stewardship, citizen science, community education, and sustainable food systems in Dickinson County.. Members work alongside Lakeside staff, volunteers, conservation partners, and community organizations to support a variety of activities including ecosystem management, habitat restoration, scientific monitoring, environmental education, and food sovereignty initiatives. Projects may include managing native landscapes and invasive species, collecting and analyzing environmental data, coordinating volunteer programs, leading educational activities for youth and adults, maintaining gardens and orchards, and supporting community food access efforts. Through these experiences, members gain practical skills in conservation, research, project coordination, community engagement, and environmental leadership.

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
- Community Outreach engaging outside volunteers in service activities
- Additional Direct Service Activities
 - Water quality related projects
 - Tree planting

Site Supervisor(s): Mary Skopec, Executive Director

**Green Iowa AmeriCorps
Iowa Lakeside Lab**

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: Conservation Steward - Ecosystem Management

Member Duties:

- Work with Facilities Manager to follow land management plan set out by previous GIA members
 - Clear and treat invasive species
 - Tree trimming, management, and care
 - Update land management plan as needed
- Care and upkeep of prairie bird houses, bat boxes, wood duck boxes, and Purple Martin houses
- 1/week participate, and help lead volunteers, in Coffee & Grounds (volunteers assisting with grounds upkeep)
- As needed, campus trail and bridge maintenance
- As needed, assist Facilities Manager with campus building upkeep (painting, light repair work)
- Collaborate in education sessions or events, project facilitation, and other GIA members' duties as needed
- Establish projects and continue to expand ILL and GIA's capacity in NW Iowa
- 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)

Desired Skills & Experience: (training available)

- Iowa herbicide application
- Power tools
 - Riding mowers, tractors, snowplows
 - Hand tools
 - Saw skills - hand, brush, chain
- Native and Invasive plant ID
- Volunteer engagement & management

**Green Iowa AmeriCorps
Iowa Lakeside Lab**

POSITION: Conservation Steward - Citizen Science

Member Duties:

- Collect observations from groundwater wells, Pool and Spa sample collection
- Cooperative Lake Area Monitoring Program (CLAMP) sample collection, data input and analysis.
- Audubon Christmas Bird Count (winter), Frog and Toad Call Survey (Spring), Bee survey(Summer), Bat Survey(Fall)
 - Coordinate, facilitate, & report
- Collaborate with GIA, local libraries, conservation offices, and other partners to create, host, and perform Environmental Education programs
- Assist ILL partners in scientific surveys, studies, and research
- Collaborate in education sessions or events, project facilitation, and other GIA members' duties as needed
- Establish projects, and continue to expand ILL and GIA's capacity in NW Iowa
- 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)

Desired Skills & Experience: (training available)

- Project Coordination
- Volunteer engagement & management
- Data collection & analysis
- Educational programming preK-12 and adult

POSITION: Community Garden and Education Coordinator: *Boost Community Food Sovereignty, Health, & Education*

Member Duties:

- Plan and operate the Lakeside Lab Garden, and Dickinson County Hunger Coalition (DCHC) Community greenhouse
 - Seed starting
 - Plan produce to grow including type, amount and pricing
 - Facilitate donation of produce to local food pantries and Lakeside kitchen
- Plan and facilitate education events in collaboration with Lakeside and DCHC
 - Kids & Adult programming
 - Environmental, Health, Food: *Iowa Kids Garden Day - May*
 - Base project/Ed guide on the Iowa Food System Coalition
 - <https://www.iowafoodsystemcoalition.org/the-iowa-food-system-plan>

Green Iowa AmeriCorps Iowa Lakeside Lab

- Maintain the Lakeside edible orchard and assist the DCCG in other Edible orchard locations.
- Assist the DCCG in the Spirit Lake donation garden, in planting, cleaning, and donating produce.
- Attend and contribute to DCHC monthly meetings.
- Assist in applying for grants for further project capacity.
- Assist Lakeside with education sessions, events and project facilitation, and other site GIA members' duties as needed.
- Establish projects and continue to expand Lakeside and GIA's capacity in NW Iowa
- 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)

Desired Skills & Experience: (training available)

- Gardening
 - Building and maintaining raised beds and green house infrastructure.
 - Maintaining ground gardens, permaculture and food forests. Identification of common pests and eradication methods using integrated pest management.
- Educational programming preK-12th grade & adult
 - Health, food, environment
- Grant writing
- Volunteer engagement & management

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

