



2025-2026 Jackson County Conservation Position Descriptions

*Jackson County Conservation
Hurstville Interpretive Center
18670 63rd St. Maquoketa, IA 52060*

This site is hiring to fill the following positions:

Position #1: *GIA Natural Resources Aid*

Position #2: *GIA Naturalist*

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 |

Service hours scheduled for this host site to generally be completed between **9:00 am - 3:00 pm Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: **Jackson County Conservation (JCC)** manages 38 individual parks, natural areas, timber preserves, historic sites, river accesses, and campgrounds; encompassing over 2,200 acres across the county. Jackson County is located in eastern Iowa along the Mississippi River. JCC's headquarters is the **Hurstville Interpretive Center** where visitors learn about our woodlands, prairies, wetlands, history, and their place in the natural world from 20+ activities and exhibits.

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

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Site Supervisor(s): Tony Vorwald, Natural Resources Ecologist

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: Green Iowa AmeriCorps Natural Resources Aid

Position Outline: Jackson County Conservation is seeking a team member with a desire to work with natural resources by working with JCC staff to plan and conduct conservation management activities on JCC properties. The AmeriCorps Member will also assist in planning and presenting environmental education programs for students and groups. The Member will engage with volunteers in the community through service projects. This is an excellent opportunity for an individual to gain experience in the fields of conservation, natural resources, and environmental education. The duty percentage breakdown for this position will be 75% natural resources management 25% environmental education.

Member Duties:

- Conduct natural resource management activities at county parks, including removal of invasive species, woody vegetation, prescribed fires and habitat restoration techniques. This includes working with remnant prairie, savanna, and open oak woodland sites.
- Conduct species inventory of plants and animals at county parks, including threatened and endangered species.
- Develop and present environmental education programs for the public, civic and conservation groups, youth groups, and schools.
- Support volunteers and volunteer activities and projects at Jackson County parks.
- Support staff in the development of news releases, quarterly newsletters, and other correspondence related to conservation projects and environmental education programs.
- 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

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- 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:

- Desire to learn field identification of plants and animals, basic ecology, environmental topics and themes, and natural history.
- Desire to learn about and conduct habitat restoration activities and perform natural resources management.
- Ability to work outside in a variety of weather and terrain conditions.
- Ability to work with youth and the public.
- Possessing a valid driver's license is preferred.
- Ability to be flexible and work well/collaborate with others.

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

- Learn to identify plants and animals in our area
- Gain knowledge about natural and cultural resources in Iowa
- Gain knowledge in natural resources management
- Gain exposure to remnant and sensitive natural areas
- Improve verbal and written communication skills, including public speaking
- Learn outdoor recreation skills including kayaking, paddling, archery, fishing, and more
- Obtain certification in basic first-aid, CPR, and AED training
- Gain experience working with youth

Position #2: Green Iowa AmeriCorps Naturalist

Position Outline: Jackson County Conservation is seeking a team member with good communication skills, a desire to serve youth and diverse groups of people, and a passion for community stewardship. This is an excellent opportunity for an individual to gain experience in the fields of conservation, natural resources, and environmental education. The AmeriCorps Member will work with Jackson County Conservation staff in planning and presenting environmental education programs for students and groups. The Member will engage with volunteers in the community through service projects and support the enhancement and conservation of natural resources at county parks. The duty percentage breakdown for this position will be 75% environmental education 25% natural resources management.

Member Duties:

- Develop and present environmental education programs for the public, civic and conservation groups, youth groups, and schools.
- Support volunteers and volunteer activities and projects at Jackson County parks.

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- Design, install, and maintain interpretive displays and exhibits at the Hurstville Interpretive Center and county parks.
- Support staff in the development of news releases, quarterly newsletters, and other correspondence related to conservation projects and environmental education programs.
- Conduct natural resource management activities at county parks, including removal of invasive species, woody vegetation, prescribed fires and habitat restoration techniques. This includes working with remnant prairie, savanna, and open oak woodland sites.
- Conduct species inventory of plants and animals at county parks, including endangered species.
- 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:

- Desire to learn field identification of plants and animals, basic ecology, environmental topics and themes, and natural history.
- Ability to work with youth and the public.
- Ability to work outside in a variety of weather and terrain conditions.
- Possessing a valid driver's license is preferred.

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

- Gain knowledge in program development
- Improve verbal and written communication skills, including public speaking
- Learn to identify plants and animals in our area
- Gain knowledge about natural and cultural resources in Iowa
- Learn outdoor recreation skills including kayaking, paddling, archery, fishing, and more
- Obtain certification in basic first-aid, CPR, and AED training
- Gain experience working with youth
- Gain knowledge in natural resources management
- Gain exposure to remnant and sensitive natural areas

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

