



23-34 Whiterock Conservancy Position Descriptions

1436 Hwy 141, Coon Rapids, Iowa 50058

This site is hiring to fill the following positions:

Position #1: Land Operations Support

Position #2: Education & Outreach Support

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 8:00am – 4:30pm four days a week, with a one-hour lunch. Schedule flexible depending on individual and organizational needs, with occasional nights and weekends as projects require.

Host Site Overview: Whiterock Conservancy is a non-profit land trust that stewards over 5,500 acres and 40 miles of trails in West-Central Iowa near Coon Rapids. The gorgeous Whiterock landscape attracts visitors from all over and spans oak savanna, rolling pastures, remnant and restored prairies, wetlands, the Middle Raccoon River, sandstone bluffs, fishing ponds, cropland, and unique historic and geologic sites. Whiterock Conservancy was founded in 2004 with the mission to achieve a sustainable, resilient rural landscape, and transform people’s connection with agriculture and nature. <https://www.whiterockconservancy.org/>

Green Iowa AmeriCorps member service activities support all aspects of Whiterock’s mission, across conservation, sustainable agriculture, recreation, and education. Duties span from the office to the field, including helping with land stewardship and research projects, assisting visitors, working with volunteer groups, putting on public programs, creating content, and building organizational capacity. Daily tasks vary based on the service member’s focus area as well as operational priorities. Service members have the option to live onsite in shared housing.

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

Site Supervisor(s): Misty Conrad, Guest Experience Manager; Matt Reiling, Land Operations Manager; Carissa Shoemaker, Director of Land Stewardship

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: Land Operations Support

Position Outline: This is primarily a field-based position, focusing on the maintenance and improvement of Whiterock's trail system, ecosystems, and infrastructure. The Land Operations Support member will also assist with various public-facing tasks, such as events, equipment rentals, tours, and educational programs. They will take direction from Whiterock's Land Operations Manager as well as other staff members, as appropriate. Because of the nature of their position, the Land Operations Support member must be comfortable working both independently and in a group setting, traversing steep terrain and performing physically rigorous tasks—sometimes in inclement weather—and interacting with diverse visitors and volunteers. If you are looking for foundational experience across a variety of fields, this is a great opportunity to get it!

Member Duties:

- Help maintain and improve Whiterock's land, infrastructure, and equipment. This includes but is not limited to trails, habitat, pasture, row crop, and guest facilities like campgrounds

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- Support land management projects and activities, such as prescribed burns, invasive species mitigation, monitoring and assessment, research, and mapping
- Facilitate volunteer projects, public programs, and various events
- Provide assistance to trail users, campers, and other Whiterock guests
- Cultivate a positive team dynamic and public presence
- Participate in on- and offsite training and learning opportunities, sharing outcomes with Whiterock staff and applying skills and concepts gleaned
- Attend weekly team meetings and regular check-ins with your supervisor(s)
- 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 and traits:

- Strong desire to learn new skills and develop as a professional
- Willingness to perform a variety of tasks using various tools and methods, such as prescribed fire and herbicide, with training
- Commitment to the safe and conscientious operation of Whiterock vehicles, heavy machinery, power tools, hand tools, and other equipment
- Ability to work outdoors in all seasons and weather conditions, traversing rough terrain by foot and vehicle and performing physically demanding tasks for extended periods of time
- Excellent communication and listening skills, follow-through, and personal accountability
- Flexibility, as tasks and priorities often change according to the weather and other factors
- Honest, respectful, and reliable conduct
- Open-minded and positive attitude
- Willingness to work evenings and weekends as needed to provide services associated with running a service-oriented organization, and to travel for organizational needs.
- Service member must be able to use their own vehicle as necessary, under the existing Whiterock Conservancy travel reimbursement policy

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

- Exposure to a wide variety of fields across the nonprofit, private, and public sectors
- Training and experience in various land management tools and methods, event planning and execution, volunteer management, educational programming, and public relations

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- Practical knowledge of Iowa's ecosystems, regenerative farming, and outdoor recreation
- Opportunities to attend educational programs and internal workplace trainings
- Potential to obtain Chauffeur's License and gain certification in CPR & first aid, wildland firefighting (S-130, S-190, L-180, IS-100, IS-700, S-212), pesticide application, and other relevant areas, depending on availability and organizational priorities
- Opportunities to connect with Whiterock's partners, supporters, and peer organizations

Position: Education & Outreach Support

Position Outline: This position will have a wide variety of duties ranging from the office to the field. They will primarily help with public outreach and support, from content generation to guest facilities maintenance, but will also be expected to pitch in with land management projects as needed. Accordingly, the Education & Outreach Support member will gain experience across fields, including education, event planning and management, public relations, outdoor recreation, and land stewardship. They will take direction from Whiterock's Guest Experience Manager as well as other staff members, as appropriate. Because of the nature of their position, the Education & Outreach Support member must be fairly tech savvy, comfortable interacting with diverse visitors and volunteers, and willing to perform physically rigorous tasks, sometimes in inclement weather. If you are looking for foundational experience across a variety of fields, this is a great opportunity to get it!

Member Duties:

- Create and publish educational and promotional content. Platforms include but are not limited to Whiterock's website and blog, newsletters, e-blasts, and social media; local newspapers; and radio
- Review, organize, and utilize archived files, photos, data, and other content
- Represent Whiterock at various events and speaking engagements, and help create and/or revise a series of flagship presentations and materials
- Facilitate volunteer projects, public programs and outreach, and other events
- Provide assistance to trail users, campers, and other Whiterock guests
- Help maintain and improve Whiterock's guest infrastructure, including but not limited to trails, campgrounds, and rental facilities. This includes activities such as basic repairs, mowing and string trimming, gardening, and painting and staining
- Support land management projects and activities as needed, such as prescribed burns, invasive species mitigation, monitoring and assessment, research, and mapping
- Cultivate a positive team dynamic and public presence
- Participate in on- and offsite training and learning opportunities, sharing outcomes with Whiterock staff and applying skills and concepts gleaned
- Attend weekly team meetings and regular check-ins with your supervisor(s)

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The ideal candidate will possess the following skills and traits:

- Strong desire to learn new skills and develop as a professional
- Willingness to perform a variety of tasks using various tools and methods, such as prescribed fire and herbicide, with training
- Commitment to the safe and conscientious operation of Whiterock vehicles, heavy machinery, power tools, hand tools, and other equipment
- Ability to work outdoors in all seasons and weather conditions, traversing rough terrain by foot and vehicle and performing physically demanding tasks for extended periods of time
- Basic computer skills (word processing, spreadsheets, file management, web browsing) and familiarity with social media platforms
- Excellent communication and listening skills, follow-through, and personal accountability
- Flexibility, as tasks and priorities often change according to the weather and other factors
- Honest, respectful, and reliable conduct. Open-minded and positive attitude
- Willingness to work evenings and weekends as needed to provide services associated with running a service-oriented organization, and to travel for organizational needs. Service member must be able to use their own vehicle as necessary, under the existing Whiterock Conservancy travel reimbursement policy

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

- Exposure to a wide variety of fields across the nonprofit, private, and public sectors
- Training & experience in various land management tools and methods, event planning and execution, volunteer management, educational programming, and public relations
- Experience with content generation and outreach, potentially including graphic design, video editing, and photography
- Baseline knowledge of Iowa's ecosystems, regenerative farming, and outdoor recreation
- Opportunities to attend educational programs and internal workplace trainings
- Potential to obtain Chauffeur's License as well as certification in CPR & first aid, wildland firefighting (S-130, S-190, L-180, IS-100, IS-700, S-212), pesticide application, and other relevant areas, depending on availability and organizational priorities
- Opportunities to connect with Whiterock's partners, supporters, and peer organizations