



Position Description

Type of Positions: Seven (7) AmeriCorps Positions are available

Length of Term: 155 hours per month for 6 months for a total of 900 hours.

Application Deadline: 7 January 2008

Service Dates: 27 February 2008 – 27 August 2008

Interviews: Applicants are interviewed in mid to late January and all positions will be filled by 1 February 2008.

Position Title: Stewardship Assistants – (7) Positions

Project Partner: Wisconsin Department of Natural Resources' State Natural Areas Crews. Two positions will be based in Fitchburg (near Madison), and the remaining will be stationed out of La Crosse, Florence Co., Wautoma, Racine Co., or the S. Unit of the Kettle Moraine State Forest.

Partnering Organization's Mission: The Endangered Resources Program works to conserve Wisconsin's biodiversity for present and future generations. Our goals are to identify, protect and manage native plants, animals and natural communities from the very common to critically endangered. We work with others to promote knowledge, appreciation and stewardship of Wisconsin's native species and ecosystems.

Project Location: 633 West Main Street, Madison, Wisconsin 53703

Transportation Information: A vehicle is provided for work related duties.

Position Summary: These seven (7) AmeriCorps positions run full-time for 6-months (900-hour positions) and are funded through the AmeriCorps Program and the Natural Resources Foundation of Wisconsin. Positions will be hosted with the Wisconsin Department of Natural Resources in six locations throughout Wisconsin, and will focus primarily on stewardship and management activities; including, but not limited to: woody and herbaceous invasive plant control (using power equipment such as chainsaws and brushcutters); prescribed burning (firebreak construction and maintenance, actual participation in prescribed burns, mop-up and occasional overnight monitoring); facility development projects such as posting boundaries, fence construction and removal; native prairie/savanna seed collection, processing and sowing; site inspections; equipment maintenance; organizing work parties; helping with banding or small mammal studies; volunteer coordination; event planning; and giving public presentations. All land management activities will take place primarily on Wisconsin State Natural Areas. Wisconsin's 558 State Natural Areas (SNAs) protect outstanding examples of Wisconsin's native landscape of natural communities, significant geological formations and archeological sites (<http://dnr.wi.gov/org/land/er/sna/>). Opportunities for training in prescribed fire, herbicide application, chain saw and first aid will be provided. Additional professional opportunities will be generated and considered depending upon the specific interests of the applicant.

General Responsibilities:

The AmeriCorps Stewardship Assistants will participate in the following:

1. Participate in stewardship and management of State Natural Areas (see above);
2. Perform office duties as assigned including assisting with the hunting permits and general public education;
3. Complete and submit all necessary AmeriCorps Program paperwork and reports in a timely manner;
4. Attend and complete all AmeriCorps Program training and service requirements including orientation, trainings, team meetings and national service days;
5. Wear an appropriate AmeriCorps identifier and required safety gear while performing service or attending official events.

Requirements:

1. 3-4 years of college in science related field or related experience in land management;
2. Strong ability to communicate both verbally and in writing to a wide variety of individuals;
3. Ability to work independently when necessary;
4. Flexibility to work occasional weekends, irregular long hours, and occasional overnight travel;
5. Ability to recognize native and non-native plant and animal species;
6. Ability to follow instruction from colleagues;
7. Ability to use map and compass to navigate off-trail;

8. Ability to operate (or be willing to learn) various types of equipment in a safe and efficient manner (chainsaw, brush cutter, ATV);
9. Ability to perform physical work, sometimes under adverse condition or inclement weather;
10. Possess or able to obtain a valid drivers license;
11. Members must be at least 21 years of age at the time of enrollment in the program;
12. U.S citizen, national or lawful permanent resident;
13. Ability to commit to the full term of service for which they are applying;
14. Submit to a criminal history background check;
15. Regular and reliable attendance.

Preferred Qualifications:

1. Completed S130 & S190 certification.
2. Basic GIS experience.
3. Experience working with or knowledge of Wisconsin natural systems.

Member Benefits Include:

Broad exposure to a large state agency responsible for managing some of the highest quality lands in the State of Wisconsin. Position will be fully integrated into the crews and staff of Wisconsin DNR and will be able to take advantage of applicable trainings, conferences, field trips and professional interactions as appropriate.

1. A taxable, monthly living allowance (before taxes, approximately \$1000.00).
2. Upon successful completion of a term of service, members will receive an education award of \$2,362.50. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Formal training and professional development support as available.

How to apply:

Step 1 – Email your resume to Warren.clutter@Wisconsin.gov. In the subject line, include the position title and the location in which you'd prefer to work.

Step 2 – Apply Online: www/recruit.cns.gov/

- This link will open the AmeriCorps national online application site. Please follow the directions carefully. **This is our preferred method.** Note: You will need to submit TWO written references.
- In order for us to be able to view your application, please enter the following program identification number: 95ADNOR0050001-103
- Be sure to download and submit your AmeriCorps Application Certification Form to; David Clutter- Natural Resources Foundation of Wisconsin PO BOX 2317 Madison Wisconsin 53701-2317.

Questions about the project, AmeriCorps or our recruitment process?

Contact: W. David Clutter, Natural Resources Foundation of Wisconsin @ 608-264-8922

Or by email: Warren.clutter@Wisconsin.gov

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