



Maine Conservation Corps

AmeriCorps® Program

124 State House Station

Augusta, ME 04333-0124

207-624-6085

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MCC AmeriCorps 1700-Hour Environmental Steward Positions

The Maine Conservation Corps, an AmeriCorps program, is accepting applications for 1700-hour AmeriCorps Environmental Steward positions located throughout Maine for January 2019. MCC is dedicated to accomplishing conservation initiatives that inspire people and enhance communities. MCC does this by completing outdoor recreation and conservation projects for the public, promoting and managing volunteer opportunities, providing conservation education, building self-esteem and leadership, strengthening the future employability of members, while raising the aspirations of members and volunteers.

These 1700-hour positions receive a total living allowance of \$15,500 distributed over 43 weeks and if eligible, an AmeriCorps educational award of \$5920.00 upon successful completion of the program. Other benefits include health insurance, a range of training and networking opportunities and a Maine State Park Pass. Some members may also be eligible for student loan forbearance and childcare reimbursement. A small number of Host Sites offer housing as part of their position.

For all Environmental Steward Positions

Duties:

- Participate in MCC and AmeriCorps orientations, trainings, events and conferences
- Assist with pre-approved and allowable fundraising activities
- Complete an initial and final assessment of the Essential Volunteer Management Practices
- Implement the Essential Volunteer Management Practices
- Promote volunteer opportunities
- Recruit volunteers
- Conduct volunteer events
- Complete Work Ready assignments
- Participate in a Site Visit
- Complete quarterly reporting and time sheets
- Complete a member portfolio
- Check email weekly
- Participate in mid-term and end of term evaluations
- Complete site specific tasks as described in the recruitment blurbs and individual position descriptions

Essential Functions:

- Communicating over the phone, via email, in person and in writing with a wide range of people
- Ability to collaborate with volunteers
- Ability to learn new computer applications as necessary
- Collaborating with members of the organization, volunteers, and partners
- Recruiting, retaining and collaborating with volunteers
- Demonstrates good judgement and professionalism
- Demonstrates self-motivation
- Ability to serve both independently and as part of a team
- Ability to juggle multiple projects at once
- Ability to manage time effectively and produce quality results
- Reliable and adaptable
- Complete site specific knowledge skills and abilities are described in the recruitment blurbs and individual position descriptions

Qualifications:

- High School diploma or equivalent
- Must be at least 18 years old
- Must be a US Citizen
- Must agree to criminal and sex offender background checks

All positions at State sites require a valid driver's license with a good 5 year driving record
Passion for community service and the environment
Commitment to complete the full term of service

Training:

Orientation Training:

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| <ul style="list-style-type: none">○ Intro to AmeriCorps○ Prohibited Program Activities○ First Aid/CPR○ MCC, Host Sites and You○ OnCorps Reporting○ Goal Setting○ Portfolios○ Maine AmeriCorps conferences | <ul style="list-style-type: none">○ National Incident Management Systems○ Volunteer Reception Center Training○ Developing a Volunteer Recruitment Plan○ Tool Safety, Use and Maintenance○ Invasive plants○ Interpretive Programs |
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- Chainsaw Training consists of one week of training at a local site focused on safety. Not all 1700-hour Environmental Stewards will attend chainsaw training. Only those Stewards whose host site has required chainsaw training will participate.
- WorkReady Credentialing Curriculum, such as Resume Writing, Job Search components, appropriate Workplace Behaviors and Interview Skills will be taught throughout the Term of Service.

[Apply Here](#) and send a copy of your resume and cover letter to corps.conservation@maine.gov. You will be contacted with further instructions to complete the application process.

For all other inquiries contact:

**Maine Conservation Corps
124 State House Station
Augusta, ME 04333
207-624-6085**

The Maine Conservation Corps provides equal opportunity in employment and programs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Accommodation arrangements must be requested by contacting MCC staff.

APPLICATION DEADLINE FOR POSITIONS STARTING January 7, 2019 is October 11, 2018. Applications will be reviewed as they are received.

**ENVIRONMENTAL STEWARD – 1700 hours
Downeast Institute for Applied Marine Research and Education**

Term: January 7, 2019-November 8, 2019

Location: Beals, ME

Housing: Not Provided (May be available at a reduced rate)

Days and Hours of Service: 40 hours per week: may include evenings, weekends and holidays.

Host Site and Position Overview:

Downeast Institute for Applied Marine Research and Education (DEI) will soon be the easternmost marine research laboratory and education center in the United States. The pristine, coldwater location and state-of-the-art venue provides exceptional capacity for scientists, marine educators, and their teams. As the University of Maine at Machias Marine Science Field Station and local experiential classroom, DEI enriches the education of youth, university students and the visiting public. DEI cultures commercially important shellfish seed, restoring and creating economic opportunities for harvesters, aquaculturists, and other entrepreneurs throughout coastal Maine and beyond.

The purpose of the position will be to establish a network of municipal shellfish committees, landowners and other officials interested in advancing DEI's mission. The member will also establish a system of initial agreement and ongoing communication, based on feedback from these groups. The member will need to develop an excellent understanding of DEI and its research, which will include visits to field sites. Skills developed will include diplomacy, an understanding of

the legal and policy framework within which Maine's shellfishery and DEI operates, and an understanding of the scientific basis for public resource management in the intertidal area.

Description of Duties:

- Reaching out to communities currently or formerly involved in DEI research, and determining their level of interest in formalizing a cooperative agreement. This will involve travel to many coastal communities in Maine.
- Identifying and communicating with Shellfish Committees and landowners about intertidal areas to secure their interest in DEI's research
- Developing an effective, regular method of communicating with communities and other interested parties that can be utilized by DEI researchers after the end of the member's term of service.
- Enhancing and maintaining a database of shellfish committees and their members, Shellfish Wardens and Harbormasters.
- Learn the process of developing a basic ACE permit that towns must secure to execute some kinds of conservation work and research, then teach town officials to do the same.
- Developing straightforward, effective agreements and communication tools to be used at all stages of the experiment – planning, deployment, and conclusion.
- Monitor media, town meeting minutes, public notices, and other means to remain current with local and statewide issues concerning shellfish management.

Essential Functions:

- Developing an effective, regular method of communicating with communities and other interested parties that can be utilized by DEI researchers after the end of the member's term of service.
- Enhancing and maintaining a database of shellfish committees and their members, Shellfish Wardens and Harbormasters.
- Learn the process of developing a basic ACE permit that towns must secure in order to execute some kinds of conservation work and research, then teach town officials to do the same.
- Developing straightforward, effective agreements and communication tools to be used at all stages of the experiment – planning, deployment, and conclusion.
- Monitor media, town meeting minutes, public notices, and other means to remain current with local and statewide issues concerning shellfish management.

Service Conditions:

- Service includes an orientation to the intertidal area of the Maine coast, but does not involve a significant portion of service time there.
- Service involves being in social settings including meeting inside with groups and individuals, as well as outside as weather allows with individuals and groups.
- Service involves travel to other locations within the state.
- Service is performed independently and as part of a team.
- Service involves frequent communication to multiple parties.

Site Specific Qualifications:

- Excellent communication skills
- Excellent organizational skills and attention to detail

Website: <https://downeastinstitute.org/>

ENVIRONMENTAL STEWARD – 1700 hours
30 Mile River Watershed Association

Term: January 7, 2019-November 8, 2019

Location: Farmington, ME

Housing: Not Provided, but the Host Site is willing to assist the potential member in finding reasonable, local accommodations

Days and Hours of Service: 40 hours per week: may include evenings, weekends and holidays.

Host Site and Position Overview:

The 30 Mile River Watershed Association (30MRWA) is non-profit with the mission "to preserve, improve and protect land and water quality" in this watershed encompassing over 20 of the more pristine lakes and ponds in Androscoggin, Franklin and Kennebec Counties. 30MRWA is a public-private collaboration of seven towns, eight lake associations, and two land

trusts that joined forces in 2008 to have greater impact protecting the region's lakes against growing environmental threats.

The ES's service will focus on two main program areas – water quality monitoring (WQM) and the Youth Conservation Corps (YCC) – in addition to supporting other water quality related projects. The ES will oversee WQM on up to ten lakes, including field sampling, volunteer management and data reporting. For YCC, the ES will lead a crew of four in implementing erosion control projects that reduce polluted stormwater runoff going into our lakes.

Description of Duties:

Water quality monitoring: The ES will oversee WQM on ten lakes, including field sampling, volunteer management and data reporting. Consistent, frequent, and thorough monitoring of key indicators of lake health will better enable us to track changes over times. Data is collected on each lake every two weeks for five months. Measured indicators include clarity, temperature, dissolved oxygen, phosphorus, chlorophyll, pH and conductivity. The ES will collaborate with trained volunteers, the Maine DEP, the Maine Volunteer Lake Monitoring Program, the University of Maine at Farmington, and local lake associations.

Specific Duties:

- Sample up to 10 lakes in our watershed bimonthly, collecting temperature and dissolved oxygen profiles and water samples from each lake.
- Handle samples properly and process them by the time-sensitive deadlines.
- Organize and submit data to proper reporting sites by specific deadlines.
- Maintain regular sampling schedule, coordinating with the volunteers who support data collection on each lake.
- Follow protocols set forward by 30MRWA and partner organizations.

Timeline: Early spring – planning; May-October – monitoring; November – data analysis

Youth Conservation Corps: YCC employs local youth to perform low-cost runoff and erosion control projects for public and private landowners, protecting water quality and building awareness of lake stewardship. This program is a partnership with the Kennebec County Soil and Water Conservation District. The program has three main goals: (1) Environmental Protection – Preventing soil erosion and reducing sedimentation and nutrient loading in the lakes to improve water quality; (2) Community Outreach – Increasing local awareness of the threats to the watershed and building community support for and engagement in environmental protection; and (3) Environmental Stewardship – Training future leaders and stewards of the natural environment. The ES will facilitate this program through scheduling projects, leading the YCC crew in the field, driving vehicle to transport tools, etc. to job sites, maintaining tools, performing physically demanding outdoor labor on a daily basis in a manner that is efficient and safe and communicating with staff and landowners.

Specific Duties:

- Serve as point of contact for landowners on YCC scheduling and project materials.
- Partner with YCC technical advisor to implement projects and relay plans to crew.
- Drive vehicle to transport tools and equipment to job sites; maintain tools.
- Maintain written and photo records of service completed.
- Perform physically demanding outdoor labor on a daily basis (during field season).

Timeline: Spring and Fall – site evaluations, planning and landowner communication; July-August – project implementation.

Additional projects: The ES will support other projects, including watershed surveys and the camp road inventory. During the off-season, the ES may assist other staff with outreach or allowable and pre-approved fundraising activities, as time allows.

Essential Functions:

- Strong time-management and organizational skills with ability to juggle multiple projects at once.
- Strong science background with some prior outdoor fieldwork experience. Trail building, watercraft, and water quality monitoring experience preferred.

Service Conditions:

- Service is performed primarily outdoors from May through October.
- Service involves physical labor, including but not limited to moving tools and equipment between vehicles and worksites, moving stone and other materials to worksites and installing them, and putting watercraft in the water and taking it out.
- Service involves travel to other locations within the state.
- Service is performed independently and as part of a team.
- Service involves frequent communication to multiple parties.

Site Specific Qualifications:

- Bachelor's degree in Environmental Science, Biology, or related field
- Proficient with Microsoft Office, databases, desktop publishing and websites
- Trail building, watercraft operation, and water quality monitoring experience preferred

Website: www.30mileriver.org

ENVIRONMENTAL STEWARD – 1700 hours

Term: January 7, 2019-November 8, 2019

Department of Environmental Protection (DEP)

Watershed Management Unit (WMU) and Biological Monitoring Program (BMP)

Location: Augusta, ME

Housing: Not Provided

Days and Hours of Service: 40 hours per week: may include evenings and occasional weekends.

Host Site and Position Overview:

The MCC Environmental Steward will be involved in projects within two different programs in DEP's Division of Environmental Assessment- Watershed Management Unit and Biological Monitoring Program. Each project is described below:

The Watershed Management Unit (WMU) is responsible for coordinating the assessment of priority watersheds throughout the state and for providing assistance to local and regional groups for protecting or restoring water quality in these watersheds. The ES will serve within the Watershed Management Unit (WMU) about the first half of their term and the Biological Monitoring Program (BMP) the second half. Within the WMU, the ES will assist with the Volunteer River Monitoring Program to include data management of volunteer data from the previous field season, as well as assist with organizing and conducting annual volunteer training sessions. The ES will also help coordinate and carry out 3-5 volunteer lake watershed survey projects. Watershed surveys train local residents to identify and document soil erosion and other nonpoint sources of pollution in their lake watersheds. The Volunteer River Monitoring Program is a network of volunteer groups that participate in quality assured river and stream sampling. The ES will assist the Coordinator with compiling and analyzing volunteer data from the previous field season into a report provided to the volunteers, as well as assist with organizing and conducting annual volunteer training.

The Biological Monitoring Program (BMP) assesses benthic macroinvertebrate and algal communities to evaluate the ecological health of the State's aquatic resources. Monitoring and assessment results are used to document current conditions, identify problems, set water management goals, assess progress of management strategies, and trigger needed remedial actions. This position will assist the BMP in conducting biological monitoring and assessment of Maine rivers, streams, and wetlands. With both programs, as time allows, the ES will participate in environmental education/outreach with kids.

Description of Duties:

- Complete training in DEP's database and ArcGIS (if needed or interested)
- Proof and upload volunteer data to the DEP database
- Assist with preparations for and organization of volunteer river monitoring training sessions
- Assist at VRMP training sessions
- Attend and help organize volunteer lake watershed survey steering committee meetings
- Prepare supporting materials for surveys, steering committees
- Serve as technical leader for lake watershed survey field days
- Assist with watershed survey reports (if time available)
- Plan schedule and prepare equipment/supplies for biomonitoring field season
- Assist with fieldwork
- Manage biological and water quality samples, including proper labeling, preservation and sample tracking
- Perform data management and quality assurance activities
- Organize and present physical, chemical and biological data for higher level analysis
- Assist with producing reports, graphics and other technical and/or educational materials
- Conduct environmental education/outreach activities

Essential Functions:

- Computer skills and ability to learn DEP computer applications (GIS skills a plus)
- Strong organizational skills and ability to manage multiple projects and competing priorities
- Ability to focus and be detailed oriented
- Ability to communicate effectively with volunteers and be outgoing
- Ability to perform tasks independently as well as part of a team
- Physically able to complete field work including carrying monitoring equipment over short distances and over river/stream terrain
- Comfortable on the water

Service Conditions:

- Service includes being in an office environment about half of the time, with their own desk and computer .
- Service involves being outside in the summer months monitoring wetlands, streams and rivers. Terrain can be uneven and challenging to traverse.
- Service includes some longer days and uncomfortable weather conditions including but not limited to rain, heat and humidity, sleet and freezing rain, biting insects, and more.
- Service includes traversing long distances via camp road and lake shorelines during lake surveys.
- Service involves travel to other locations within the state.
- Service is performed independently and as part of a team.
- Service involves frequent communication to multiple parties.

Site Specific Qualifications:

- Bachelor’s degree in biology, environmental science or related field strongly preferred
- Excellent communication skills
- Excellent organizational skills and attention to detail
- Good computer skills and experience or interest in using large databases and geographic information systems.

Website: http://www.maine.gov/dep/water/monitoring/rivers_and_streams/vrmp/index.html
<https://www1.maine.gov/dep/land/watershed/materials.html>
<http://www.maine.gov/dep/water/monitoring/biomonitoring/index.html>

ENVIRONMENTAL STEWARD – 1700 hours
Midcoast Conservancy (Land)

Term: January 7, 2019 - November 8, 2019

Location: Wiscasset, ME

Housing: Not Provided, but the Host Site is willing to assist the potential member in finding reasonable, local accommodations.

Days and Hours of Service: 40 hours per week may include evenings, weekends and holidays.

Host Site and Position Overview:

Midcoast Conservancy seeks to protect critically important natural resources, improve the quality of life for residents of Midcoast Maine, and provide healthy outdoor adventure and learning programs for youth, adults of all ages, and families. When Midcoast Conservancy was formed on January 1, 2016, it brought together four sets of trails and preserves. The primary project of the Environmental Steward will be to update our kiosks and trail signage for consistency across the service region, playing a key part in increasing consistent visibility of Midcoast Conservancy’s accomplishments. The Environmental Steward’s support in engaging and recruiting volunteers will also continue to build Midcoast Conservancy’s capacity to maintain our current trail network, as well as steward 6500 acres of conserved lands.

Midcoast Conservancy currently uses volunteers to support land stewardship both on-ground and in planning, including: trail project days, stewardship/invasive species service days, property monitoring, and assistance with recordkeeping. The Environmental Steward would be contacting and coordinating volunteers on all of these projects, building Midcoast Conservancy’s vital volunteer base.

Description of Duties:

- Follow protocols set forward by Midcoast Conservancy and partner organizations
- Conduct outreach and build partnerships through meetings, phone calls, emails and letters.
- Lead groups in projects

- Schedule volunteer projects
- Build and maintain trails
- Implement best practices for erosion control both for trails and residences
- Protect shoreline and water from erosion through sustainable practices
- Accomplish projects despite variable weather
- Organize multiple projects
- Track project details
- Analyze information for relevance and impact
- Meet project deadlines
- Drive vehicles and transport tools
- Maintain tools
- Perform outdoor labor in a safe manner
- Communicate with staff, volunteers and landowners
- Maintain written and photographic records of service completed
- Evaluate sites

Essential Functions:

- Excellent communication and organization skills
- Ability to put others at ease, group leadership skills
- Positive work ethic and sense of humor
- Willingness to assist on trail maintenance and other light construction projects
- Demonstrated ability to work individually while achieving measurable results
- An ability to focus on the passion for Midcoast Conservancy's mission through outreach
- Flexibility, problem solving, and creative thinking
- Recruiting, retaining and collaborating with volunteers in a professional manner

Service Conditions:

- Service occurs in all weather conditions (hot, cold, wet, buggy) and can be physically demanding. Midcoast Conservancy provides training for land stewardship based conservation projects and support with trail building techniques.
- Service includes traversing uneven terrain.
- Service involves daytime travel for meetings and field projects throughout the Midcoast region (Liberty to Edgecomb).
- Service includes distributing sampling equipment including large coolers, kits, waders, signs, etc.
- Service is performed independently and as part of a team.
- Service includes interaction with a wide variety of program partners and the public.
- Service involves managing time effectively and completing tasks with attention to detail.
- Service will require the ability to self-motivate, serve independently and collaboratively.

Additional Qualifications:

- Experience with outreach-comfortable building partnerships and reaching out to new landowners to support trailbuilding and land conservation through phone calls, emails, and letters
- Strong verbal skills
- Leadership aptitude

Website: <http://www.midcoastconservancy.org/>

ENVIRONMENTAL STEWARD – 1700 hours
Midcoast Conservancy (Water)

Term: January 7, 2019 - November 8, 2019

Location: Wiscasset, ME

Housing: Not Provided, but the Host Site is willing to assist the potential member in finding reasonable, local accommodations.

Days and Hours of Service: 40 hours per week may include evenings, weekends and holidays.

Host Site and Position Overview:

Midcoast Conservancy seeks to protect critically important natural resources, improve the quality of life for residents of Midcoast Maine, and provide healthy outdoor adventure and learning programs for youth, adults of all ages, and families. When Midcoast Conservancy was formed on January 1, 2016, it brought together four sets of trails and preserves. The primary project of the Environmental Steward will be to update our kiosks and trail signage for consistency across the service region, playing a key part in increasing consistent visibility of Midcoast Conservancy's accomplishments. The Environmental Steward's support in engaging and recruiting volunteers will also continue to build Midcoast Conservancy's capacity to maintain our current trail network, as well as steward 6500 acres of conserved lands.

This ES position will collaborate with volunteers and staff to protect the health of Damariscotta Lake and other waters through water quality data collection and analysis, invasive plant surveys, and designing and building projects to prevent storm water pollution from flowing into lakes. The member will be encouraged to pursue one individual project of their choice that will help their professional development and benefit Damariscotta Lake in some way.

Damariscotta Lake has a known infestation of one of the most aggressive invasive plants in North America, Hydrilla. It was discovered in 2009 and is one of only 2 lakes in Maine that has this problem. In addition, the Maine Dept. of Environmental Protection has listed this lake as threatened due to inputs of contaminants from development. Monitoring and protection of this and other lakes and rivers in the area will help understand water quality trends and determine methods of effective restoration.

Approximately 60% of the member's efforts will be spent on projects that protect Damariscotta Lake from the most immediate threats (invasive plants & contaminants) and 40% on projects protecting other water bodies in Midcoast Maine including the Sheepscot River. Training is provided in identifying best management practices for controlling runoff, LakeSmart property assessments, invasive aquatic plant identification and removal, and water quality data collection and analysis.

Description of Duties:

- Supervise, organize, and support volunteers in Invasive Plant Patrol, Courtesy Boat Inspection, LakeSmart, and Water Quality programs
- Organize lake and river water quality data collection efforts and analyze historic trends
- Work with staff and Maine Dept. of Environmental Protection to conduct surveys for known infestations of hydrilla on Damariscotta Lake
- Assist facilitation of water connectivity and fish passage projects
- Update and maintain Nonpoint Source pollution tracking database
- Work in conjunction with Youth Conservation Corps staff to conduct LakeSmart assessments, becoming proficient in identifying sources of pollution and recommending solutions

Essential Functions:

- Ability to work closely with volunteers in a professional manner
- Knowledge in natural resource management, environmental science, limnology, fluvial geomorphology, aquatic ecology, hydrology, construction management, civil engineering or a related field
- Experience with water quality data collection methods and analysis
- Familiarity with stormwater design theory and best management practices
- Willingness and ability to assist on trail maintenance and other light construction projects
- Demonstrated ability to work individually while achieving measurable results
- Positive work ethic and good sense of humor
- Experience with operating motorized watercraft on inland waters safely, driving and trailering boats
- An ability to focus on the passion for Midcoast Conservancy's mission through outreach
- Flexibility, problem solving, and creative thinking

Service Conditions:

- Service occurs in all weather conditions (hot, cold, wet, buggy) and can be physically demanding.
- Service involves wading/accomplishing projects in stream and river conditions with unstable footing and during periods of inclement weather or high temperatures.
- Service includes leading and training volunteers on aquatic plant identification, occasionally during weekday evenings.
- Service includes traversing uneven terrain.
- Service involves daytime travel for meetings and field projects in the Midcoast region to Damariscotta lake and other water bodies (Liberty to Edgecomb).
- Service requires the use of a canoe and safe operation of motor boat, trailering and driving

- Service includes interaction with a wide variety of program partners and the public.
- Service involves managing time effectively and completing tasks with attention to detail.
- Service will require the ability to self-motivate, serve independently and collaboratively.

Additional Qualifications:

- Experience with data management, statistical and spatial data analysis
- Ability to critically think and solve problems
- General ability to serve independently in the field and maintain equipment, as well as an affinity for leading activities and discussions with volunteers

Website: <http://www.midcoastconservancy.org/>

ENVIRONMENTAL STEWARD – 1700 hours
Wolfe’s Neck Woods State Park

Term: January 7, 2019-November 8, 2019

Location: Freeport, ME
Housing: Not Provided

Days and Hours of Service: 40 hours per week: may include evenings, weekends and holidays.

Host Site and Position Overview: The MCC Environmental Steward (ES) will serve at Wolfe’s Neck Woods State Park located on Casco Bay. The Park contains over 200-acres of protected land and is used for hiking, birdwatching, picnicking, cross-country skiing and snowshoeing. Trails throughout Wolfe’s Neck Woods State Park travel through forested lands and along the rocky coastline.

The ES will conduct trail maintenance, restoration, and construction of 5-mile trail system at Wolfe’s Neck Woods State Park, with focus on restoration of rock steps to the shoreline. They will research, develop, and present new trailside interpretive programs at Wolfe’s Neck Woods State Park and also at Ferry Beach State Park. They will research and develop written outlines for existing trailside interpretive programs. They will promote and present trailside interpretive programs to scheduled groups and the general public at Wolfe’s Neck Woods State Park, as well as at other parks and outreach programs in the community including schools, groups, and the general public. They will form collaborative relationships in partnership with the community to raise awareness about educational, recreational, and volunteer opportunities at the park. They will connect with local taxidermists to acquire wildlife mounts for trailside interpretive programs through donations and/or purchase. They will also research and develop a new trailside interpretive panel, specifically on the geology of Wolfe’s Neck Woods State Park. They will perform maintenance and repair of park trailside interpretive panels and signs.

We will provide training in workplace safety, emergency operations, chemical hazards, blood borne pathogens, trail maintenance and restoration training, proper use of PPE, tools, and equipment, and trailside interpretive program training. Experience in trailside interpretive program research, development, and presentation will be the primary focus of this position. Experience in trails and facilities maintenance and construction will be the secondary focus of this position. An ES in this position will have the opportunity to lead interpretive programs for school children in the spring and fall, and for the general public and other groups throughout their term. Experience in a wide variety of trail work will be gained through this placement.

Description of Duties:

- Participate in trainings at Wolfe’s Neck Woods State Park related to safety, operations, maintenance, trailside interpretive and outreach programs
- Research, learn and lead existing interpretive and outreach programs
- Plan, research and develop new interpretive programs at Wolfe’s Neck Woods State Park and Ferry Beach State Park
- Conduct research for and develop written outlines for interpretive programs
- Promote trailside interpretive programs
- Acquire wildlife mounts
- Restore trail structures including but not limited to stone steps, crib steps, retaining walls, stone paving, timber steps, timber bridges, tread and corridor

- Assist with Park operations and maintenance
- Follow safety guidelines
- Build, maintain, restore and provide content for interpretive panels

Essential Functions:

- Facilitating connections with individuals and volunteers in the community for program outreach
- Maintaining, restoring and constructing park trails
- Researching and developing new trailside interpretive and outreach programs
- Presenting and promoting existing trailside interpretive and outreach programs
- Acquiring wildlife mounts
- Repairing, maintaining and restoring interpretive panels
- Researching and developing an interpretive panel regarding park geology
- Assisting with organization and facilitation of special events at Wolfe’s Neck Woods State Park and other Maine State Parks

Additional Qualifications:

- Strong communication skills
- Strong organizational skills
- Previous experience with trail construction and maintenance preferred

Website: http://www.maine.gov/cgi-bin/online/doc/parksearch/details.pl?park_id=31

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**ENVIRONMENTAL STEWARD – 1700 hours** **Term: January 7, 2019-November 8, 2019**  
**Rachel Carson National Wildlife Refuge**

**TWO OF THESE POSITIONS ARE AVAILABLE**

**Location: Wells, Me**  
**Housing: Provided**

**Days and Hours of Service:** 40-hour week, typically Monday-Friday, with occasional weekends and occasional overnights.

**Host Site and Position Overview:**

AmeriCorps Environmental Stewards will help with a broad range of duties in conjunction with the care and maintenance of the refuge; applicants should expect diverse responsibilities. They will assist Refuge Biologist and Land Management Research and Demonstration Biologist in various wildlife management programs. Much of their efforts will be focused on the conservation of the following rare and endangered species: New England cottontail, saltmarsh sharp-tailed sparrows and Nelson’s salt marsh sparrows, piping plovers, and least terns. Positions include coordination internally and with Maine Audubon, Department of Inland Fisheries and Wildlife, and non-governmental organizations and individuals in assisting in managing and protecting other land with populations and breeding sites of all our focus species in southern Maine. Members may assist with all aspects of refuge field work and operations including areas such as: resource management, maintenance, scientific data collection, perform technical tasks in support of management, conservation, development, utilization and protection of refuge habitats. They will also coordinate closely with the refuge’s permanent maintenance worker. Besides helping with field research and maintenance they will also associate closely with the refuge’s park ranger, mostly in terms of increasing outreach efforts.

**Description of Duties:**

- Make connections with individuals and volunteers in the community for program outreach and enhancement
- Utilize general maintenance skills, with a broad range from plowing to planting
- Assist with habitat restoration and invasive species removal
- Manage projects such as photo contest, assist with junior duck stamp contest

- Address roads and grounds, buildings and maintenance needs including cleaning at various refuge facilities in rotation with staff
- Perform trail improvements on 5 refuge trails
- Assist biological technicians with shorebird monitoring, vernal pools, bats, vegetation surveys
- Provide visitors with information about refuge regulations, activities, wildlife and recreational opportunities
- Assisting with greenhouse activities from planting to relocating and watering
- Collect and record data on wildlife and habitat resources using proprietary database program
- Assemble and place displays and kiosks
- Perform fence repair, boundary posting, loading and unloading of materials and supplies
- Monitor nesting signs at beaches and marshes and track New England cottontail
- Maintain tools
- Perform outdoor labor in a safe manner
- Communicate with staff and landowners
- Maintain written and photographic records of service completed

**Essential Functions:**

- Communication skills, including comfort with public speaking
- Ability to make connections with individuals and volunteers in the community for program outreach and enhancement
- Ability to recruit volunteers and guide their tasks
- Experience with general maintenance skills, with a broad range from plowing to planting
- Assist with habitat restoration and invasive species removal
- Manage projects such as photo contest, assist with junior duck stamp contest
- Address roads and grounds, buildings and maintenance needs including cleaning at various refuge facilities
- Perform trail improvements on 5 refuge trails
- Recruit, orient and organize tasks for volunteers
- Assist with habitat restoration and invasive species removal
- Assist biological technicians with shorebird monitoring, vernal pools, bats, vegetation surveys
- Provide visitors with information about refuge regulations, activities, wildlife and recreational opportunities
- Collect and record data on wildlife and habitat resources using proprietary database program
- Display and kiosk assembly and placement
- Perform fence repair, boundary posting, loading and unloading of materials and supplies
- Lead volunteer events and maintain volunteer database
- Monitor nesting signs at beaches and marshes and track New England cottontail

**Site Specific Qualifications:**

- Bachelor's degree in Environmental Science, Biology, or related field preferred

**Website:** [https://www.fws.gov/refuge/rachel\\_carson/](https://www.fws.gov/refuge/rachel_carson/)

**ENVIRONMENTAL STEWARD – 1700 hours**

**Term: January 7, 2019-November 8, 2019**

**Maine DEP Healthy Beaches Program**

**Location: Portland, ME**

**Housing: Not Provided**

**Days and Hours of Service:** 40 hours per week: may include evenings, weekends and holidays.

**Host Site and Position Overview:** The Maine Department of Environmental Protection (DEP) is the State agency responsible for protecting and restoring Maine's natural resources and enforcing the State's environmental laws. This position will serve with the Maine Healthy Beaches Program, which is a partnership between DEP and the University of Maine Cooperative Extension. The Maine Healthy Beaches Program provides the State's only quality-assured, unified structure for monitoring water quality and protecting public health at Maine's coastal beaches. This Program provides important training and support to Maine's citizens regarding water quality and public health/safety.

This Environmental Steward (ES) position will collaborate with Maine Healthy Beaches Program staff, coastal communities, and diverse partners to plan for and conduct volunteer water quality monitoring training for participating Maine coastal communities. The ES will participate in field and logistical support, equipment maintenance and distribution, data management, volunteer recruitment, community education and outreach assistance, and intensified monitoring studies to help communities find, fix, and prevent sources of bacterial pollution. The ES will be based out of the Southern Maine Regional Office in Portland.

The ES will receive training and experience with volunteer management/coordination, volunteer training/communication, field sampling methods, outreach methods, and data management. There will also be opportunities for laboratory training (bacteria, optical brighteners, etc.), GIS training, and networking/cross-training with other DEP office staff based on the Environmental Steward's interests and needs.

#### **Description of Duties:**

- Assist with updating monitoring schedules, site locations, and local communication plans
- Assist in planning annual regional beach manager meetings and monitor field training events in participating coastal Maine communities
- Maintain, inventory, and distribute field equipment, supplies, and program materials
- Train volunteer monitors to collect water quality samples at Maine coastal beaches
- Collaborate with and provide technical support to volunteers/local staff to accomplish monitoring objectives
- Follow protocols set forward by Maine Healthy Beaches Program and partner organizations
- Collect water quality samples when routine monitors are unavailable
- Transport field equipment, supplies and program materials to volunteers and laboratories as needed
- Assist municipalities with volunteer recruitment activities as needed
- Conduct and support education/outreach initiatives
- Process samples in a laboratory setting following established protocols
- Communicate with program partners, municipalities, and the public
- Compile and analyze data
- Evaluate and quality control (QC) monitoring data
- Assist with organizing, reviewing and updating MHB program materials
- Assist with meeting reporting requirements to program partners and funding organizations
- Assist with program improvements including feedback from partners
- Partner with Maine Healthy Beaches Program Coordinator and other DEP staff to implement special studies projects
- Conduct bacteria source tracking monitoring for southern Maine special studies projects to identify pollution sources
- Research innovative volunteer recruitment methods and assist municipalities in building local capacity to secure and retain volunteers for future monitoring efforts
- Research, develop and promote effective volunteer engagement and appreciation strategies
- Research additional water quality related issues and applied research partnerships to assess pollution risks at problematic beaches
- Assist DEP staff with new requirements for listing beaches on the Integrated Report Impaired Waters (303(d)) list.
- Assist program staff with assessment of and improvements to communication deficits regarding issues affecting beach waters

#### **Essential Functions:**

- **Ability to coordinate and facilitate meetings and trainings**
- **Ability to collaborate with municipalities, volunteers, and program partners**
- **Ability to collect and enter data into various databases**
- **Ability to synthesize data and generate reports**
- **Experience developing outreach materials**
- **Ability to learn new computer applications as necessary**
- **Ability to drive a vehicle and distribute equipment (coolers, kits, waders, signs etc.)**

#### **Service Conditions:**

- Service is performed outdoors and indoors. During the beach monitoring season, service is performed primarily outdoors from May through mid-September.

- Service involves teaching established protocols and conducting sampling outdoors in all weather conditions during field season.
- Outdoor service includes training and monitoring at coastal beaches as well as potentially rivers/streams.
- Service includes traversing uneven terrain, sometimes over slippery rocks and through sand
- Service involves travel to other locations within the state (predominantly along southern coastal Maine).
- Service includes distributing sampling equipment including large coolers, kits, waders, signs, etc.
- Service is performed independently and as part of a team.
- Service includes interaction with a wide variety of program partners and the public.
- Service involves managing time effectively and completing tasks with attention to detail.
- Service will require the ability to self-motivate, serve independently and collaboratively.

**Additional Qualifications:**

- Bachelor's degree in Environmental Science, Biology, or related field
- Experience collecting water quality data or conducting other field assessments
- Experience with data management and quality assurance
- Basic computer skills (experience with GIS is helpful)
- Self-motivated and flexible individual willing to help in many different situations
- Willingness to serve some early mornings, evenings, and weekends

**Website:** [www.maine.gov/dep](http://www.maine.gov/dep) and [www.mainehealthybeaches.org](http://www.mainehealthybeaches.org)

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