



Ohio Stream Restore Corps

**Dairy Barn Arts Center 2017-18
Woodland Education and Outreach Liaison**

Skills and Qualifications: This position requires the ability to work both independently and in a team setting. Excellent organizational and communication skills, the ability to work under deadline pressure and the ability to handle multiple tasks are vital to success in this position. Knowledge of MS Office software packages and general computer skills are required with experience in database management preferred. The ability to recruit and work with volunteers is essential. Understanding of environmental issues and concern for improving the environment is necessary. An interest in providing educational activities using the arts as a tool. Ability to speak in public settings is required. A Bachelor's degree or working toward a degree of equivalent experience is recommended (an environmental sciences or arts background is desirable). AmeriCorps members must possess the ability to work outdoors in adverse weather conditions (heat, cold, insects, etc.), be able to carry 40 pounds and to hike extended distances over rough terrain if needed. Must have own transportation and valid driver's license. Usual hours of service will be M-F during regular office hours of 8:00-5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of seasonal changes such as inclement weather or other extended activities such as summer camps.

Location: Athens Ohio in Athens County at the Dairy Barn Arts Center office

Duties and Responsibilities of the AmeriCorp Member:

- Assist with grant research for project related to educational activities in Woodland Arts including: organization, Planning and implementation of seasonal art camps, teen camps, and after-school camps
- Engage members and families in weekly hikes and other activities such as bird watching, wildflower and native plants hikes, etc.
- Develop and update promotional materials, with assistance from support committee, including brochures, trail maps, and guides
- Post and update content via social media including Facebook and other sites

- Facilitate bi-monthly support committee meetings
- Recruit, train and manage volunteers for events and other volunteer opportunities such as trail creation and maintenance on Dairy Barn property
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities
- Complete 1 activity reports monthly, required timesheets and monthly reports in the OnCorps system online system
- All other duties as assigned within the limitations of this member description.

Additional Information: No public transportation is available. The Dairy Barn Arts Center office is accessible to members of the community with disabilities.

Rural Action, Ohio Stream Restore Corps and Dairy Barn Arts Center will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation and religion.

Print name, OSRC Member

Sign

Date