### AmeriCorps Program Director Position Description

**Position Title and Information:** AmeriCorps Youth Environmental Stewardship Project Director, full time, in person, begins September 1, 2023

**Reports To:**
- Immediate Supervisor: MDNLC Executive Director Amanda Delperdang
- Phone Number: 662-822-5744
- Email: msdeltanature@gmail.com

**Work Site:** Primary Service Site: Mississippi Delta Nature and Learning Center

**Position Summary:** The YES (Youth Environmental Stewardship) AmeriCorps Program purpose is to care for the earth and the people who live here by restoring native ecosystems and educating people on how to be better stewards of the earth. YES AmeriCorps members will gain experience from professionals working in environmental conservation and then apply what they learn by removing invasive species, planting native species and conducting community outreach programs to educate others about small things they can do to better care for the earth. The MDNLC AmeriCorps program director (PD) will be the main individual providing direct oversight of AmeriCorps members, recording daily progress of program accomplishments, managing member timekeeping, planning member trainings, and ensuring day-to-day compliance with federal regulations.

**Essential Functions:**
- Full-time 40 hours per week on campus (Tues-Sat 9:00 am–5:00 pm)

  - Participate in training provided by the MDNLC executive director and other AmeriCorps consultants. The PD will have an intensive AmeriCorps training as part of their onboarding process. The training will include an overview of AmeriCorps guidelines, requirements, and unallowable activities. There will be in-depth...
conversations about reporting requirements, expectations for monitoring AmeriCorps members including weekly check-ins, observations, and monthly training.
- Understand and enforce all AmeriCorps and program policies and procedures using the forms and guidelines provided by the program.
- Conduct weekly check-ins with each AmeriCorps member.
- Be present and actively supervise AmeriCorps members while they complete service tasks including removing invasive plant species, planting native plant species, and planning and leading community environmental stewardship events. **This position will spend a considerable amount of time outdoors daily.**
- Plan initial training for members as well as ongoing training to support their work. Coordinate with outside agencies to provide specialized training in environmental stewardship. Plan and lead training on necessary job skills and other pertinent topics that will ensure the success of each member.
- Oversee and monitor 5 members committees that include Community and Culturally Relevant Programming Committee, Public Relations Committee, Member Recognition Committee, Skill Development Committee, and Recruiting Committee.
- Review quarterly member progress reports
- Develop quarterly grant progress reports
- Ensure proper disciplinary procedures are being followed
- Participant in weekly check-ins with the MDNLC executive director. The weekly check-ins will focus on program metrics from the AmeriCorps State grant, including monthly goals for each individual AmeriCorps member, and what the current needs are for supervising the AmeriCorps members.

**Marginal Functions:**
- Assist with fundraising for the program including providing weekly social media posts
- Create member spotlights monthly to be included in MDNLC’s email newsletter
- Create up to date content for the AmeriCorps program website page
- Check email regularly and establish regular communication with members via email

**Principal Working Relationships:**
Conduct self in a professional, ethical manner, and respond appropriately in a courteous and respectful manner to all visitors, members, and MDNLC staff.

**Knowledge, Skills, & Abilities:**
- Read and write proficiently in English.
| **Equipment Intellectual, Physical, Service:** | - Communicate effectively with members in both verbal and written correspondence  
- Be proficient in Google Drive and electronic record keeping  
- Be able to work 40 hours per week Tuesday-Saturday, exhibiting a strong work ethic with consistent attendance and dependability  
- Basic understanding of how to care for the environment  
- Ability to communicate with professionals in other fields to coordinate training and educational experiences for the members  
- A willingness to learn and an ability to ask for help when needed  
- Be able to admit mistakes and make corrections in a timely manner  
- Patience and understanding while working with young people without compromising high standards of excellence |
| **Academic, Training and Experience Qualifications:** | - Previous experience working with youth ages 17-24  
- Experience working outdoors and/or a strong desire to learn  
- Strong computer skills and/or a willingness to learn  
- Previous experience working under or managing a federal grant and/or a strong desire and willingness to learn the many requirements and reporting protocols |
| **Service Conditions:** | - Supervise young adults in an outdoor setting while they learn about and get hands-on experience with environmental stewardship activities that will assist them in pursuing a career in those fields or other fields.  
- Work in a small office with a small staff  
- Be comfortable around children and young adults |
| **Special Conditions of Service:** | Must be a U.S. Citizen or be a permanent resident. Employment is contingent on the results of a National Service Criminal History Check which includes a criminal background check with FBI fingerprinting, National Sex Offender Registry, and state criminal background check. |
| **Physical, Emotional, Intellectual Demands:** | - Physical demands include working outdoors which will require standing, bending, walking, and lifting. Other tasks will involve computer work which will involve sitting and typing.  
- Emotional demands include working with young adults that may come to the service experience with challenges that will need patience and supportive action to work through. PD must maintain professionalism in a working environment that includes varying perspectives and diverse personalities. Must have a strong commitment to volunteerism and community service.  
- Intellectual demands include knowledge of best practices in youth supervision, environmental stewardship and federal grant management |
| **Equipment Used:** | Computers, Google Drive and associated apps, social media apps, Mailchimp, Canva, printers, hand tools, power tools, chain saws |