



# AmeriCorps Position Description

## Student Fellow - 300 hours

Plant Conservation Steward
Position Title
UW Botanic Gardens
Service Site
10/4/2022
Start Date
4 months
Service Term Length
carragee@uw.edu
Supervisor Email

University of Washington
Sponsoring Campus/Organization
3501 NE 41st St, Seattle WA 98125
Service Site Address
1/31/2022
End Date
Anna Carragee
Supervisor Name
206-616-0780
Supervisor Phone

Native Plant Stewardship at UW Botanic Gardens  
**PROJECT TITLE**

Environmental Stewardship - Environmental Education  
**FOCUS AREA**

### AmeriCorps CLEC Program Description:

Civic Leadership & Engagement Corps (CLEC) is an AmeriCorps program through Washington Campus Compact (WACC) that believes all students should be empowered with the skills and resources to thrive in school and beyond in order to become the passionate leaders and engaged citizens of tomorrow. The program aims to recruit and mobilize AmeriCorps members and student volunteers to deliver direct service support in a variety of focus areas in Washington and Idaho.

CLEC fosters student leadership, campus-community partnerships, civic and community engagement, and knowledge networks focused on improving the retention and success of underrepresented students, increasing awareness and support for equity and inclusion, and building sustainable campus/community partnerships and resilient communities.

### Project Summary:

University of Washington Botanic Garden's Rare Plant Care and Conservation Program (Rare Care) coordinates a citizen science program to collect data on the distribution and status of rare native plants across Washington State. The AmeriCorps Plant Conservation Steward will create and promote opportunities for Washington State community members to build their skills and knowledge through improving web-based resources for volunteers and assisting with compiling and synthesizing reports submitted by volunteers. Through these activities, the AmeriCorps Plant Conservation Steward will contribute to education of community members on ecological restoration and conservation efforts, and promote stewardship in the public lands across Washington.

## **Position Description:**

Support the volunteers of Washington Rare Plant Care and Conservation by migrating and revising webpages designed to provide information and training for volunteers participating in a citizen science program. Assist with the compilation and synthesize of reports and information submitted by volunteers for communicating findings to volunteers and land managers at public agencies partnering in the program.

## **Member Duties & Responsibilities:**

### Project Site:

- \*Migrate the existing volunteer webpages to an updated system to better serve volunteer rare plant monitors. This will involve proposing a new site architecture, determining proper website theme, and migrating content.
- \*Update virtual materials for volunteers to provide opportunities for learning and enrichment.
- \*Perform GIS tasks to analyze trends from volunteer monitoring data.
- \*Participate fully in staff meeting and professional development opportunities.
- \*Create outreach materials and social media posts to share program successes.
- \*Perform clerical tasks directly related to volunteer management, evaluations, and events.

### AmeriCorps/Washington Campus Compact:

1. Abide by all AmeriCorps program guidelines, policies, and prohibited activities. For more information, refer to the [Member Service Agreement](#).
2. Generate awareness and leadership around social justice and equity through the sharing of ideas, information, and experiences.
3. Collect and document program data using required tracking tools and progress reports.
4. Participate in all WACC CLEC online & in-person trainings.
5. Collaborate with other CLEC team members and national service members in your community on common projects.
6. Correspond regularly with site supervisor and WACC staff.
7. Record and track service hours.
8. Participate in professional development opportunities.

### **Required or Desired Qualifications:**

Website development skills and experience with Dreamweaver or similar software. Experience with ArcMap. Excellent organizational & communication skills. Interest in learning about native plants.

- Ability to pass a national service criminal history check
- 18 or older
- AA/BA or some college
- United States citizen, naturalized citizen, or lawful permanent resident
- Committed to serving 100% of service hours

### **Service Schedule:**

Average of 14 hours per week, flexibly scheduled between 8:30am-5:00pm Tuesday-Friday. Occasional evening and weekends. To be completed September-December 2022.

#### *Notes:*

- *May require occasional evening or weekend service outside of scheduled hours.*
- *Hours taken for sick, vacation, and holiday leave cannot be counted toward the time needed to successfully complete the term of service.*
- *A maximum of 20% of service hours may be used for professional development.*

### **Benefits:**

- Education Award of \$1,374.60 upon successful completion of term of service
- Forbearance for Federal Student Loans
- Training and practical hands-on experience
- Professional development and networking opportunities
- A chance to make a difference in your community!

### **Additional Host Site Benefits:**

Professional development trainings, all staff meetings and diversity trainings.

### **Steps to Apply:**

Please send cover letter and resume to rarecare@uw.edu by September 6th, 2022. Please include "Americorps CLEC Application" in subject line.

Washington Campus Compact is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam era, recently separated veterans, persons of disability, and/or persons aged 40 and over are encouraged to apply. WACC only enrolls U.S. citizens, U.S. naturalized citizens, or lawful permanent residents of the United States. All new members must show service eligibility verification as required by the U.S. Citizenship and Immigration Services and must satisfy the National Service Criminal History Check eligibility criteria by 45 CFR 2540.202.