



# Appalachian Forest Heritage Area

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## **AmeriCorps Positions Available 2014-2015 Term Elkins, West Virginia and surrounding counties AFHA AmeriCorps: Enhancing Assets to Benefit Communities Program**

The Appalachian Forest Heritage Area (AFHA) is seeking AmeriCorps members to work on hands-on projects that enhance community, natural, and historic assets to benefit communities by conservation activities and developing heritage tourism. No positions or offers will be final until our AmeriCorps grant is confirmed, hopefully by June.

AFHA is an 18-county region in the highlands of West Virginia and western Maryland, working to conserve, enhance, and interpret our forest heritage assets – including natural, historic, cultural, forest products, and forest management – to encourage heritage tourism as diversified economic development for our rural communities. For more information on AFHA see [www.appalachianforest.us](http://www.appalachianforest.us).

AmeriCorps members will serve in teams focused on heritage development (including museums and community development), conservation of natural resources; and/or historic preservation of community buildings. AmeriCorps members are primarily based in Randolph, Tucker, or Pocahontas County, WV with some positions based in other AFHA counties in West Virginia, and some travel to project sites in additional counties. Training will be provided, although experience or a college degree related to one of the project areas is strongly preferred.

AmeriCorps members serve full-time and receive a living allowance, plus an educational award at the completion of your one year commitment. For more information on AmeriCorps program, including additional benefits see [http://www.americorps.org/for\\_individuals/overview/index.asp](http://www.americorps.org/for_individuals/overview/index.asp) To search on [www.americorps.org](http://www.americorps.org) for our program, go to “I’m Ready to Serve” and look under Community Development or Environment for West Virginia. (If not yet posted, please proceed with direct application if you are interested.)

Recruitment for this program encourages diversity and will not discriminate based upon race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service. The program will provide reasonable accommodation to qualified persons with disabilities.

Applications will be accepted and interviews conducted starting May 5 for positions starting September 8, 2014. Positions are full-time for 11 ½ months.

We are looking for individuals with commitment and initiative, and with an interest or experience in one of our program areas.

### **For all positions:**

Skills and qualities required for all positions will include:

- Commitment to community service.
- Good communication skills.
- Ability to work with groups and community volunteers.
- Able to get along with a wide variety of people.
- Organized, responsible, able to take initiative and be self-directed.

- Interested in learning, able to take direction
- Flexibility, ability to multi-task.
- Willing to travel throughout region as needed.
- Comfortable with common computer programs.
- For our program, at least 21 years old, college degree or significant progress toward one, or varied life experience, is needed. High school completion is required.
- Additional skills appropriate to the specific position.

Position responsibilities for all positions:

- Members will be organized into three teams – heritage development, conservation, or hands-on which specializes in historic preservation.
- All members will participate in orientation, leadership training, and trainings appropriate to their project areas. Some cross-training in other fields can also be available depending on availability and individual interest.
- Members will participate in team meetings as needed, generally one per month with the whole group together.
- All members will assist with AFHA meetings, events and capacity building.
- All members will participate in some community service activities.
- All members will assist with recruiting and managing community volunteers to benefit your site.
- Members will be responsible for AmeriCorps reporting requirements, including but not limited to timesheets, project reports, volunteer logs, and assessing project impact.

### **Descriptions of specific positions:**

Specific positions will not be confirmed until June. Serious applicants will receive follow-up information about positions and projects, along with more detailed position descriptions, and will be given the opportunity to express your interest in each position. We try to be flexible and assign members to the best fit between their interests and the site's needs.

Assignments that cross-over and include elements from the different program areas are sometimes possible. You will have input into your assignment – not everyone will get their first choice, but we try to match your project assignments to your interests.

### **For Heritage Development positions**

Positions will be based in specific communities in the AFHA area, and in most cases these members will be assigned individually to specific community organizations. You may work with more than one organization or project, and some projects may involve teamwork with other members.

Likely heritage positions that may be available include historic site or museum positions at Arthurdale, Aurora, Beverly, WV Railroad Museum (Elkins), North House Museum (Lewisburg), or community development positions in Thomas, Parsons, Ronceverte.

Additional skills and qualities expected for this position:

- Experience or interest in working with communities and community groups
- Strong written and oral communication skills
- Strong computer skills, word processing and email required. Expertise with specialized programs such as database, Past Perfect, graphics, or CAD is a plus.

Experience with some of the following are encouraged:

- Training in or experience in history, historic preservation, museum studies, archives or related field.
- Training in or experience with community development, planning, or public administration or related field.
- Training in or experience with education, interpretation or interpretive planning.
- Training in or experience with communications, marketing or promotion, journalism, or graphic arts.
- Experience with heritage tourism or related retail or small business.
- Interest in helping build consensus and collaboration, bringing together people from diverse backgrounds to find common goals
- Experience or interest in working with children or youth groups
- Familiarity with or contacts within the AFHA region or West Virginia.

Position responsibilities:

Members will be assigned to one or two community groups for the majority of their service.

Working with the site supervisor and members of each group, you will:

- Help identify and define specific project(s) that will be your responsibility to implement.
- Depending on the scope of the assignment, each member may be responsible for one major yearlong project, or several smaller projects. Projects should in some way benefit the heritage tourism development of the community. They may cross over into any of the other program areas.
- Work with organization to plan project. Projects will vary depending on the assignment, but may include exhibit or brochure development, archive development, oral history or archival research, writing about community heritage, community development, culture or arts, assisting community to carry out development projects of their choosing, working with community volunteers, promotion, tourism development, and special events.
- Work with organization to recruit volunteers to assist you with project.
- Implement and complete the project(s).
- Assess the impact of the project, including project reports, volunteer logs and reports, and administering surveys.
- Work with your sponsor organization to support activities for your site, including participating in meetings and working as a team member for the organization.

### **For Conservation positions:**

Most positions are assigned individually to a sponsor organization in Randolph, Pocahontas, or Tucker counties. Members will work both individually and as team members on multiple projects in several counties. Winter work is primarily project planning and office-based work; fall, spring and summer work will include substantial outdoor field work. Some projects will include environmental education and outreach to stakeholders and volunteers.

Likely conservation positions available may include positions with the Monongahela National Forest (Pocahontas or Randolph Co), Canaan Valley National Wildlife Refuge (Tucker Co), and Fish & Wildlife Service (Elkins). Various positions may include projects such as ecosystem restoration including tree planting and non-native invasive species control, watershed and wildlife improvements, survey and monitoring, recreation improvements, and environmental education and interpretation.

Additional skills and qualities expected for this position:

- Interest, experience or training in natural and environmental issues -- could include forestry, botany, landscape, gardening, ecology, invasive species, watershed, wildlife, trails, outdoor recreation, etc.
- Willing and able to do physical labor.
- Interest or experience with environmental education for some positions.
- Strong computer skills, word processing and email required. Expertise with specialized programs such as database and GIS is a plus.

Position responsibilities:

Working with the site supervisor, team members, and volunteers, you will:

- Be assigned to one or several projects for planning and organization of projects. Help identify, define scope, and plan specific work project(s) that conserve, restore, or beautify forest or community landscape sites.
- Depending on the position, assignments may include one or more of:
  - Perform hands-on conservation work such as trails repair, invasive species control, site cleanup, habitat restoration, tree planting, etc.
  - Assist with ecosystem surveys, wildlife monitoring, data collection, mapping
  - Conduct environmental education with school children and/or public
- Team will assist each other to perform the hands-on work for many of the projects, completing several projects in different localities
- Participate in training alongside volunteers.
- Work with site sponsors to recruit volunteers to assist you with project.
- Work with site sponsors and volunteers to complete the project.
- Assist with conservation awareness and educational efforts related to your projects.
- Assess the impact of the projects, including project reports, volunteer logs and reports, and administering surveys.
- Work with your sponsor organizations to support related efforts, including attendance at meetings and working as a team member for the organization.

### **For Hands-On Team positions:**

Positions will be based in Randolph County with some travel. These members will mostly work as a team on multiple projects, including historic preservation construction and hands-on conservation tasks. Individual assignments for longer term projects are also a possibility. (Cross interest assignments of combining historic preservation work with individual heritage or conservation projects is a possibility, depending on available projects.)

Additional skills and qualities expected for this position:

- Interest, experience or training in historic preservation, construction, or restoration skills.
- Willing and able to do physical labor.
- Persistence and attention to detail to complete repetitive tasks to a quality result.
- Self-direction to juggle multiple assignments and stay on task.

Position responsibilities:

The team will work together on several projects in multiple locations. Working with the site supervisor and volunteers, you will:

- Perform hands-on construction tasks to rehabilitate historic buildings. Hard physical work, using power tools, and occasional difficult working conditions are to be expected. Tasks will range from unskilled cleanup and demolition to skilled preservation tasks that you will be trained to do. You will learn and be expected to follow safety procedures and wear appropriate safety equipment.
- Help recruit volunteers for training workshops and project work.
- Participate in training alongside volunteers.
- Help identify, define scope, and plan specific work project(s) that preserve, rehabilitate or restore historic properties or accomplish conservation improvements. Team will complete several projects in different localities.
- Work with site sponsors and volunteers to implement the project.
- Assist with preservation awareness and educational efforts related to your projects.
- Assess the impact of the project, including project reports, volunteer logs and reports, and administering surveys.
- Work with your sponsor organizations to support related efforts, including attendance at meetings and working as a team member for the organization.

### **Position expectations and benefits:**

Positions will begin on Sept 8, 2014, with most completing by August 21, 2015. Each member will commit to completing a minimum of 1700 hours of service within no more than a 12 month period. Members are expected to continue to serve until the end of the program year, unless early completion is arranged, such as for those wishing to complete service in time for fall 2014 school semester. Schedules can be individualized to some degree, depending on the needs of the projects, your team, and the training you are committed to, balanced with your own needs. Since projects will be working with volunteers, all positions will likely include some evening and weekend activities. Limited outside school or other work responsibilities can be allowed as long as all AmeriCorps responsibilities are met first.

Position will pay a living allowance of \$12,100 gross for the year, payable in 23 bi-monthly installments. Workers Comp and basic health insurance for yourself (not family) will be provided.

A child care subsidy can be available for qualified candidates. Unemployment coverage is not included. Many members may qualify for SNAP benefits to help with food expenses.

You are responsible for your own living arrangements and cost, although many members arrange to room together with other members. No resettlement or moving allowance is included.

You will receive a Segal AmeriCorps Education Award of \$5,550.00 at the successful completion of your 1700 hour term of service. Uncompleted terms do not receive educational award. The educational award can be used for most college tuition, technical or vocational education, or repayment of qualified student loans. Under new rules, some members 55 or older may choose to transfer their award to a child or grandchild. Existing qualified student loans can be deferred during your AmeriCorps service with loan interest paid for the deferred period.

### **Application Process:**

Applications will be accepted until positions are all filled. Interviews will be arranged, either in person or by phone. Position offers cannot be made until after AFHA receives confirmation of our program grant, expected in June, and offers will continue on a rolling basis through the summer until all positions are filled.

To apply, send the following. Email is preferred, or mail to address below.

- **Cover letter**, emailed directly to us, including which interest areas appeal to you and why you think this AmeriCorps position would be a good fit for you. Please give us multiple ways to contact you, especially if your email access is not reliable.
- **AmeriCorps application**, submitted to AFHA through [www.americorps.gov](http://www.americorps.gov) web site. ([http://www.americorps.gov/for\\_individuals/ready/index.asp](http://www.americorps.gov/for_individuals/ready/index.asp)) Alternatively, you can do the AmeriCorps application later if you are selected for interview.
- If you have not yet submitted an AmeriCorps application, or wish to supplement it, also send with your cover letter:
  - Resume
  - At least 3 reference names w/contact information.
- Optional – short writing sample of your promotional, interpretive, or academic writing

If you look like a possible fit for our program, we will reply to you by email and arrange an interview. Interviews can be on the phone or in person. If you are traveling here for an interview & visit, we can arrange the interview to fit your schedule.

At some point, either before or after the interview, we will send you additional information with more information about specific positions and locations. The position list may not be confirmed until mid-summer, once the sponsored positions for next term are committed.

For member positions that will be assigned directly to one sponsored site, you will have an additional interview with the site supervisor for that position. In order to be selected for these sponsored positions, you will need to be approved both by the program staff, and the site supervisor. For Hands-On team members, the program staff will approve your application, and your specific assignments will be more flexible.

Following your interview or interviews, and completion of all application paperwork and checking of references, we will make offers to selected candidates on a rolling basis. We may be able to hold your offer open for a limited time if you are considering multiple options – please let us know if you have time constraints. Positions will be filled on an ongoing basis until all positions are committed.

Members selected will need to complete a fingerprint based criminal background check for your state of residence AND West Virginia. We will provide you with the information to get this done, and will pay the cost, but you are responsible for following through to get your fingerprints taken. You will also be checked against the National Sex Offender Database. If you have any criminal history, you are expected to disclose this during your interview or on your AmeriCorps application when asked. A minor infraction will probably not disqualify you – unless you fail to disclose it to us.

If you are accepted into our program, we will let you know of other steps to enrollment, paperwork needed, and helpful information for relocating if needed.

To apply, or for more information:

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