



### Member Position Description for:

**Member Name:**

**Member Position/Title:** AmeriCorps Environmental Educator

**Service Term:** September 2023- August 2024

**Slot Type:** Part Time, 900 hours over service year

**Service Site Name:** WAVE Foundation at Newport Aquarium

**Supervisor Name:** Katie Campbell

**Supervisor Contact:** [kcampbell@wavefoundation.org](mailto:kcampbell@wavefoundation.org)

**Stipend/Living Allowance:** \$9,076.00 dispersed in bi-weekly increments

**Education Award:** \$3247.50, awarded at end of service term

#### The Environmental Education Leadership Corps

The Environmental Education Leadership Corps program (EELCorps) is an AmeriCorps program of the Kentucky Environmental Education Council administered by Serve Kentucky and funded by AmeriCorps, the Agency.

#### Program Overview:

EELCorps places members at sites across Kentucky. The goal of the program is to increase environmental literacy by increasing environmental education (EE), and access to EE lessons, programs, and activities in the areas members serve. The main goal of EELCorps members is to create and implement EE with the intent to reach more Kentuckians, in the hope that individuals who participate will report an intent to change their behaviors regarding the environment.

#### Preferred Candidate Qualifications:

The ideal EELCorps member will have the following:

- A willingness to lead in-person or virtual lessons, activities, or programs,
- A positive and encouraging attitude,
- A willingness to learn and implement best practices in EE and related fields,
- Some background in environmental or outdoor education (preferred, but not required)

*The Agency, Serve Kentucky, the Kentucky Association for Environmental Education, and the Kentucky Environmental Education Council prohibit all forms of discrimination. This Program seeks to include participants from local communities and is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.*

*What qualifications are necessary for your member to be successful at your site?*

- Willingness to handle live aquatic animals, including reptiles & aquatic birds (Training provided)
- Passion for wildlife conservation
- Ability to work independently as well as part of a team

#### Community Need

Please think through the ways that a member will impact your community:

- *What is(are) the biggest environmental education need(s) to be met at your site/in the community?*

Ocean Introduction, Science Literacy, Animal Advocacy, and Environmental Impacts in Daily Life

- *Who will benefit most from your member's service?*

PreK-5th Grade Students and Teachers, Families, Community

- *What does service mean to you/your organization (i.e. why will this member be pivotal to your site's success)?*

Additional educators are critical to WAVE's success. Teaching about informal environmental education as a possible career path is vital to WAVE's success as well as the success of conservation.



### Essential Functions of the Position:

1. Member directly delivers environmental programs or activities of at least 20 minutes duration to the clients of the service site. This may include individuals or groups.
2. Member consistently conducts the EELCorps Participant Survey provided by the Program for all lessons, activities or programs the Member performs lasting more than 20 minutes.
3. Member maintains accurate and confidential records of the number of people that have received direct instruction, and all survey responses for submission during monthly EELCorps Data Collection.
4. Member completes Monthly Data Collection and weekly timesheets by the specified due dates.
5. Member enhances or develops EE programs or activities that support the mission of the service site.
6. Member assesses the effectiveness of their instruction in cooperation with their service site.
7. Member communicates service activity to, and maintains open communication with site supervisors, and EELC staff via regular professional meetings and through reports completed in OnCorps.
8. Member attends and completes all requirements for the required member trainings and professional development, including required monthly EELCorps meetings.
9. Member seeks opportunities to lead or assist with programs in support of EE and increasing the environmental stewardship in the communities they serve. (This may include assisting with marketing and promoting EE opportunities offered at the service site).
10. Member seeks opportunities to build strong relationships with site and community partners who support the EELCorps goal of using the environment as a framework for instruction in all content areas.
11. Member speaks to civic organizations about experiences in AmeriCorps service.
12. Member presents at environmentally focused conferences, summits, and symposiums when possible.
13. Member participates in mandatory meetings and trainings with EELCorps and Serve Kentucky.
14. Member participates in AmeriCorps Week and other service projects as directed by EELCorps.

*Use this space to write the key activities your member will perform in list form. Please be specific, and avoid using vague language such as "other duties as assigned." You may leave this blank if everything falls in the above listed items.*

*In a typical week, what activities will your member be performing?*

- Varies Seasonally:
- Environmental Education Outreach and Camp
- Conservation Action Initiative at Newport Aquarium
- Animal Handling/Training
- Social Media and Website Updates
- Curriculum Enhancement

*Reasonable accommodations shall made when possible, and member must reach out to site supervisor and Program Director to obtain reasonable accommodations.*

### Member Position Summary

AmeriCorps EELCorps members are budding EE professionals who will increase environmental literacy in the communities they serve through engaging Kentuckians in EE programs, lessons, and activities. Members are expected to use the tools provided by EELCorps and the service site to provide outreach and quality EE with the goal of reaching as many Kentuckians as possible. The sum of a Member's service term should be to help Kentuckians develop meaningful relationships with the environment, while experiencing a rewarding service experience that prepares the member for a future in the EE professional field.

*Please use the following space to write your "hook." This paragraph is the reason why members should pick your site. This is the paragraph that we will use on the website to represent your site position. It should be succinct and catchy, and help candidates understand what they'll be doing during their service year that is so meaningful.*

WAVE Foundation at Newport Aquarium provides great learning and leadership opportunities, as well as live aquatic animal handling! WAVE values our AmeriCorps Members and treats them as equals on our Team. Learn and grow alongside us as we venture into the community to excite, engage and educate about the wonders of aquatic life and the importance of conservation.



### Typical Schedule

Members should expect to serve Mondays-Fridays, with the possibility of weekends.  
Members should not serve more than 12 hours in a day without prior approval from site supervisor.

*Please outline the schedule below for a "typical week" below.*

Day of the Week	Typical Hours Served each day (e.g. 9am-5pm)
Monday	9am-4pm
Tuesday	9am-4pm
Wednesday	9am-4pm
Thursday	9am-4pm
Friday	9am-4pm
Saturday	As needed
Sunday	As needed

### Notes and special requirements:

This is a part-time position. AmeriCorps members will commit to working 2-3 days (approximately 20 hours) per week based on their availability and site need. Hours may vary due to program schedule.

### Training

All members are expected to complete the following required training:

- AmeriCorps 101
- Prohibited Activity Training
- EELCorps Onboarding Training
- Professional development training
- Monthly EELCorps meetings

*Please list any additional training(s) offered by your service site if applicable:*

- Animal Handling Training
- Vehicle Training
- Curriculum Writing
- Classroom Management
- Potential for National Association for Interpretation Certified Interpretive Guide Training

### Prohibited Activities 45CFR § 2520.65



*While charging time to the AmeriCorps program, members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Agency, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities:*

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v. An organization engaged in the religious activities described in paragraph (g.) above, unless Agency assistance is not used to support those religious activities; and
- 9) Conducting a voter registration drive or using Agency funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as Agency may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Agency funds. Individuals should not wear the AmeriCorps logo while doing so.

**EELCorps Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Site Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by Certified Program Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_