Utah Conservation Corps
AmeriCorps Individual Placement
Stokes Nature Center
Site Steward

Term of Service: 1200 hours. January-December 2027

Location: Stokes Nature Park, 99 W 2600 S in Nibley, Stokes Nature Center, 2696 E Hwy 89 in Logan

Service Schedule: 25 hours per week. Hours are flexible but do require some evenings and weekends. SNC is open Mon-Fri, 9am-5pm so most hours will be worked during that time.

Questions about the Position: Please email Kendra Penry at director@logannature.org

ABOUT THE UTAH CONSERVATION CORPS (UCC)

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We engage in projects throughout the state of Utah that address goals relating to environmental conservation, building leadership, strengthening education on local issues, providing hands-on training and skills to members, all while building the next generation of America's workforce. Our vision is to create thriving communities and conserve the natural heritage of Utah and the Intermountain West. The UCC supports Utah's pride in our tradition of service and volunteerism to get things done.

PARTNERING ORGANIZATION OVERVIEW

Stokes Nature Center is a nonprofit dedicated to nature education and adventure for all people. We envision that all people can be better stewards of the natural world when equipped with the right tools and information. This includes managing our own native and wild spaces and guiding and educating people in the Cache National Forest, for which we are the only educational partner.

POSITION OVERVIEW

The Stokes Nature Center (SNC) and UCC have collaborated to create a Site Steward Individual Placement position that will be placed with the SNC. This UCC AmeriCorps Individual Placement (IP) position will assist the Facilities Director in the care and conservation of all the areas the SNC stewards. This includes our brand-new nature park where activities are focused on removing invasive species and re-planting with native trees and caring for a raised bed community garden and creating a healthy wildlife habitat supporting everything from native pollinators to mammals including humans. The IP will also assist in the stewardship of a public pollinator park, including replanting as needed, weeding, mulching, and more as required to ensure the health of the plants. Lastly, the IP assist with the care of the SNC's flagship location in Logan Canyon, including tasks such as hummingbird feeder cleaning and filling, caring for our teaching animals, and re-design of hands-on exhibits as needed. Additional tasks will include overseeing volunteers working in each of these locations, delivering environmental education programs on an as-needed basis, and supporting our community programs. This IP will be the primary assistant to and supervised by the Facilities Director, requiring hands-on work daily, the ability to lift at least 30 pounds, and a desire to care for our natural world.

This is a unique opportunity to be part of a growing organization. This position is primarily outdoors, and a chance to provide your own input and ideas on how to take our nonprofit to the next level!

PRIMARY DUTIES (80 % DIRECT SERVICES)

The IP will assist with the stewardship of the Nature Center locations (Nibley Outdoor Classroom, Jays' Well Park, Logan Canyon). Tasks include:

- Habitat restoration efforts such as:
  - manual invasive species removal.
  - mulching.
  - creating and using biochar.
  - tending to food gardens and orchard including watering and weeding, planting new native plants and trees.
  - cleaning and refilling bird feeders.
  - assisting with minor maintenance such as painting, installing new signs, cleaning, and restocking supplies.
- Environmental Education-- assisting with community programs by:
  - facilitating volunteer programs which includes providing instruction and oversight for volunteers who assist with site stewardship, weeding, watering, mulching, and other fieldwork leading group tours of our sites.
  - assist staff in preparing for community events such as our concerts or workshops and serving as a nature center (greeting and welcoming visitors, answering questions about local nature, and cleaning/stocking the site).
- During service activities, the IP will collect a variety of data (listed below). This is tracked in Google Drive on spreadsheets. The selected IP should feel comfortable working with the Google suite of programs to ensure data collection is accurate and timely.
  - project photography.

- the health and survival rate of our pollinator plants.
- the spread/control of invasive species.
- soil composition and health.
- water quality.
- the number of volunteers engaged in projects and their hours spent on them.
- environmental education engagement.
- the amount of food grown and donated to local food pantries.
- the quantity of hummingbirds fed, and more.

TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Attend required USERVE Volunteer Management sessions.
- Attend required USERVE Member Gatherings and Active Engagement Retreats.
- Complete required UCC Orientation Modules.
- Complete required USERVE On3 Learning Modules.
- In addition to the required trainings, Stokes Nature Center offers a robust series of professional development opportunities, including:
  - Staff professional development days on subjects such as climate, communication, or guided excursions to learn about native plants or animals.
  - The selected IP will be encouraged to participate in Utah Master Naturalist courses as part of their professional development and additional opportunities are encouraged and can be provided upon request.

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- Be at least 18 years of age at least two weeks before the proposed start date.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit the number of education awards an individual may earn. No member may earn more than the aggregate value of two (2) full-time education awards.
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Candidates must submit to and pass a background check.
- Full-day schedules will include a 30-minute lunch break that does NOT count toward term of service hours.

Position Specific Requirements:

- Be able to lift at least 30 pounds.
- Availability to serve on occasional weekends and evenings.
- Have reliable transportation as the Nature Center is not accessible by bus.
- Willing and able to collaborate with a team.

- Must enjoy working with all members of the surrounding communities.
- Willing and able to serve in a range of weather conditions.
- Current First Aid/CPR certification (preferred).

COMPENSATION AND BENEFITS

. This AmeriCorps member will receive the following benefits:

- $23,000.00 living allowance is divided and paid in even bimonthly (TWICE per month) disbursements throughout the term of service. Note: this is taxable income.
- $5,176.50 Segal AmeriCorps Education Award (available to members after successful service term).
- Federal, student loan forbearance and, workers compensation for all members. More information can be found here.
- Additional benefits through the Stokes Nature Center include discounts through various related companies for outdoor gear and supplies, participating in our own programs free of charge, and professional development as listed above.

HOW TO APPLY

Research shows that candidates often don't apply for positions if they are unsure if they meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Please apply by filling out an application and submitting:

1) a resume, and;
2) a cover letter detailing your interest in the position.

Preference will be given to complete applications received by November 30, 2026.

Apply here: https://usu.co1.qualtrics.com/jfe/form/SV_2rbMKqJL54wdbro

Equal Opportunity Program

UCC is committed to providing reasonable accommodations for application and service with our programs. To request reasonable accommodation please visit https://www.usu.edu/hr/current-employees/ada/

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint

to the attention of AmeriCorps, the Federal Agency. If you believe that you or others have been discriminated against, or if you want more information, contact:

Utah Labor Commission
160 East 300 South, 3rd Floor
Salt Lake City, UT 84114-6600
(801) 530-6800

Office of Civil Right and Inclusiveness
The AmeriCorps agency
250 E Street, SW
Washington, DC 20525
202-606-7503 (TTY and reasonable accommodation line)
(202) 565-3465 (FAX); eo@cns.gov (email)

Utah Conservation Corps Zero Tolerance Policy

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

1. Engage in activities that pose a significant emotional or physical safety risk to others, including harassment, creating a hostile work environment, or bullying.
2. Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, camp site, or in UCC vehicles.
3. Fail to notify UCC of a criminal arrest or conviction during the term of service.

AmeriCorps Members as Team Leaders

Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.

PROHIBITED ACTIVITIES & PRACTICES
PROHIBITED ACTIVITIES*
45 §CFR 2520.65

AmeriCorps UServeUtah

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the AmeriCorps agency, staff and members may not engage in 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—
    a. A business organized for profit;
    b. A labor union;
    c. A partisan political organization;
    d. 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 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
    e. An organization engaged in the religious activities described in paragraph 7 above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit*.

In addition to the above activities, the below activities are expressly prohibited:

1. Census Activities*: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
2. Election and Polling Activities*: AmeriCorps members may not provide services for election or polling locations or in support of such activities.
3. Fundraising limitations**: AmeriCorps members cannot serve more than 10% of their hours on fundraising. The also may not raise funds for living allowances or an organization's general (as opposed to project/program) operating expenses or endowment.
4. Grant writing**: AmeriCorps members cannot serve hours while writing grant applications for any Federal agency including AmeriCorps.

All locations where members serve should post a list of the prohibited activities, when possible.
*As prohibited in the 2024 Terms and Conditions for AmeriCorps State and National Grants
**As prohibited in the UServeUtah AmeriCorps Program Directors Manual

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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

SUPPLANTATION
45 §CFR 2540.100

Supplantation. Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non- Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.

NONDUPLICATION
45 §CFR 2540.100

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f – Nondisplacement) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

NONDISPLACEMENT
45 §CFR 2540.100

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
   i. Will supplant the hiring of employed workers; or
   ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
   i. Presently employed worker;
   ii. Employee who recently resigned or was discharged;
   iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
   v. Employee who is on strike or who is being locked out.