Utah Conservation Corps
AmeriCorps Individual Placement

USU Extension Sustainability
Permaculture Initiative Assistant

Term of Service: 450-hour AmeriCorps term of service

Location: USU Main Campus, 1240 E 800 N, Logan, UT 84321

Service Schedule: February 2027-December 2027; approximately 10-15 hrs per week, flexible

Questions about the Position: please email Roslynn Brain at roslynn.brain@usu.edu

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

Since 2013, the USU Permaculture Initiative has provided research, teaching, and outreach on permaculture design through USU Extension Sustainability. The initiative is part of the USU Extension system, which provides research-based programs and resources with the goal of improving the lives of individuals, families and communities throughout Utah. USU Extension operates through a cooperative agreement between the United States Department of Agriculture, Utah State University, and county governments.

November 2026

POSITION OVERVIEW

Applications are now being accepted for a 10-month term (450 hours, approximately 10-15 hours/week) AmeriCorps position with the Utah State University (USU) Permaculture Initiative and the permaculture teaching garden on main campus, coordinated by Roslynn Brain (ENVS). The AmeriCorps Permaculture Initiative Assistant will work with a variety of audiences primarily via education and outreach.

Permaculture is a regenerative design process mimicking the diversity, functionality and resilience of natural ecosystems. The principles and practices are drawn from traditional ecological knowledge of Indigenous cultures combined with modern scientific understanding and technological innovations. Permaculture design provides a framework helping individuals and communities develop innovative, creative and effective strategies for meeting basic needs and building resilience to change.

The position is a 450-hour AmeriCorps member who will serve between February-December 2027 (approximately). This position will be supervised by Roslynn Brain, USU Extension Sustainability Professor.

PRIMARY DUTIES (80 % DIRECT SERVICES)

- Complete garden maintenance, harvesting, and integrate additional planting as needed in collaboration with the permaculture leadership team (found at permaculture.usu.edu under “Our Partners”), Bridgerland Audubon Society and USU Facilities. Garden Site Operation Manual to be referenced for all maintenance and harvesting.
- Further student service-learning opportunities through collaborating with the Center for Community Engaged Learning, as well as the Student Sustainability Office.
- House monthly community workshops/garden tours/webinars, advertised via class presentations, local newspapers, flyers, and social media.
- Host early spring community seed swap using leftover seeds from previous year.
- Track impacts in a shared impact document including produce weight, donation outlets, participant numbers at workshops, changes in participant attitudes, knowledge, skills and aspirations, and impact quotes.

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.
- Mentorship in permaculture design.
- Opportunity to enroll and complete USU Extension's new Permaculture Design Fundamentals online course.

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:

- The successful candidate will have a background in education, horticulture, ecology, or landscape architecture and environmental planning.
- Must enjoy being outdoors and working with all age groups.
- Teaching experience preferred.

COMPENSATION AND BENEFITS

This AmeriCorps member will receive the following benefits:

- $5,400.00 living allowance is divided and paid in even bimonthly (TWICE per month) disbursements throughout the term of service. Note: this is taxable income.
- $1,956.35 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.

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!

Scan the QR code or submit an application at:
https://usu.co1.qualtrics.com/jfe/form/SV_0Hd1nF3436MsyZU

You will be asked to upload a cover letter, resume, and contact information for 3 references with your application. Please have these ready before you start the application.

Preference will be given to complete applications received by November 20, 2026, but position will remain open until filled.

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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

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.

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*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.