



Position title	<i>GIS & Community Engagement Lead</i>
Reports to	<i>Grant Administrator / AmeriCorps Program Director</i>

Member Position Information

The mission of the West Lafayette Parks and Recreation Department is to enhance the quality of life in the city by connecting its citizens to the best possible parks, recreational facilities, and programs. Our AmeriCorps program aims to further develop and conserve our public greenspaces through service experience. The Parks and Recreation Department has secured a grant that will allow AmeriCorps members to serve in West Lafayette. The department is seeking an AmeriCorps member interested in designing and developing an ArcGIS database along with park restoration and community engagement efforts. The GIS & Community Engagement Lead focuses on mapping projects primarily within West Lafayette's parks system. This is an excellent opportunity for someone interested in growing leadership skills, conservation, engaging the community, and the outdoors. Members can access free training, hands-on skill development, and experience a municipality. Participants will have the opportunity to build leadership potential through specific roles, allowing each member to contribute their own unique skills to the Parks Department.

Duties and Responsibilities

- Assists Parks and Recreation Department staff to support environmental stewardship, park and greenspace development, and community development positions.
- Assisting with the creation of maps, reports, dashboards, presentations, and other materials to display and summarize relevant data and communication results to staff and community members.
- Using basic knowledge of online mapping platforms and tools such as ArcGIS Online to distribute data and maps to external users as appropriate.
- Support scanning in records from past construction projects, mapping/survey data and provide data validation and verification.
- Using ArcGIS for creation, maintenance, and visualization of specialized geographic datasets.

- Assist with mapping projects, from collecting and cleaning to mapping data.
- Input data that geographically references the locations of trails, landmarks, native flora, and trees.
- Creates an equitable, safe, and welcoming space for all fellow AmeriCorps members.
- Cultivate community-wide relationships including volunteer outreach and recruitment.
- Support and create educational opportunities surrounding the environment, sustainability, conservation and more for community members of all ages.
- Participate and support department staff during community events.
- Performs landscape maintenance to include planting, pruning, weeding, mulching, watering, and propagating, as well as other horticultural practices and general greenspace management.
- Performs conservation practices such as invasive plant removal, installing native plants, erosion mitigation, mulching on project sites, resource monitoring, sign installation, trail construction and maintenance.
- Operates City vehicles and other power equipment (e.g., trucks, gator, weed trimmer, and leaf blowers).

Qualifications

- Valid driver's license with a safe driving record.
- Tree and plant identification is a plus.
- Basic knowledge of fundamental GIS principles and the ESRI ArcGIS platform, including manipulation of GIS datasets, spatial analysis and interactive online mapping applications
- Be driven to support fellow crew members by facilitating teamwork.
- Experience with youth or young adults, teaching, or environmental education a plus.
- Basic horticultural skills and love of the outdoors are encouraged.
- Proficiency in Microsoft Office.
- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills.
- Strong time-management skills and ability to serve independently as well as with others.
- Preference to be at least 21 years of age.
- Be a U.S. citizen, U.S. National, or legal permanent resident alien of the United States.
- Have a high school diploma or its equivalent.
- Some higher education or technical schooling preferred.
- Be able to pass federal, state, and National Sex Offender background checks.
- Provide proof of vaccination for COVID-19 or a religious exemption or a written medical exemption from a doctor or medical professional.

Term Schedule

This GIS & Community Engagement Lead service term is 1700 hours (roughly 10 months) between September 18, 2023 – August 9, 2024. The schedule will be 8am-4:30pm Monday through Friday with some weekends required.

Benefits: Maximum Living Allowance up to \$23,000; Upon successful completion of term (1700 hours), you will be eligible for an AmeriCorps Segal Education Award up to \$6,895.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

For questions, please contact Rachel Bingaman, Grant Administrator/AmeriCorps Program Director at rbingaman@westlafayette.in.gov, or (765) 775-5114.

Service Conditions

AmeriCorps members will spend majority of the time outdoors in the community. Exposure to all weather conditions and dust is possible. The GIS & Community Engagement Lead member will need to model maintaining a positive attitude in adverse service conditions, in which members may be expected to serve outside during hot, cold, or wet weather conditions. The AmeriCorps program will provide AmeriCorps Service Gear, PPE, first aid equipment, and a standard complement of tools to meet the needs of most projects.

Physical requirements

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position.

Member must be comfortable driving a City vehicle. This is a physically demanding position. Ability to lift 50 pounds and bend, stand, and crouch throughout the day. While performing the duties of this position, the member is regularly required to talk and hear. The incumbent may be required to climb, stoop, kneel, crawl, and walk. Members will serve in all types of environments including steep and wooded terrain.

Reasonable accommodations for the selection process and during service are available upon request, please contact Rachel Bingaman, Grant Administrator/AmeriCorps Program Director at rbingaman@westlafayette.in.gov, or (765) 775-5114.
