

Park Allies GIS Lead

Position Level: Term based positions [450-1700 hours (roughly 3-10 months, dependent on length of term) between September 2024 – August 2025]

Reports to: Grant Administrator (AmeriCorps Director)

Position Summary

Our Park Allies AmeriCorps program aims to further develop and conserve public greenspace through service experience. The Park Allies GIS Lead member position will play a vital role in supporting and developing the City of West Lafayette's Park Allies program. This role is responsible for developing and maintaining an ArcGIS database along with leading a team of AmeriCorps members in various service projects aimed at improving community resilience to include park conservation and restoration and community engagement efforts. The member will gain valuable experience in GIS, horticulture, arboriculture, conservation, and public service while contributing to the health and sustainability of local parks and our urban forest canopy. This is an excellent opportunity for someone to develop strong leadership skills, a passion for service, the ability to interact effectively with diverse groups, gain invaluable supervisory experience, help us grow our Parks GIS projects, challenge yourself, access free training, and uniquely experience a municipality.

Essential Functions (include but are not limited to)

- Assists Parks and Recreation department staff to support environmental stewardship, park and greenspace development, and community development.
- Supports mapping/survey data projects and provides data validation and verification.
- Assists with the creation of maps, reports, presentations, and other materials to display. Summarizes relevant data and communication results to staff and community members.
- Learns and performs landscape maintenance to include planting, pruning, weeding, mulching, watering, and propagating, as well as other arboricultural and horticultural practices including general greenspace management.
- Learns and 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.
- Plans, organizes, and oversees service projects in collaboration with community partners, department leadership, and stakeholders.
- Ensures all project activities are completed efficiently, on time, and within scope.
- Coordinates logistics to include transportation, equipment, team member schedules, and materials.
- Responsible for directing, motivating, and mentoring a diverse team of people.
- Conducts regular team meetings to communicate goals, discuss projects, delegate tasks, and address issues.

- Ensures all team members receive training and follow safety protocols and procedures during service activities.
- Creates an equitable, safe, welcoming, and inclusive space for all members.
- Supports educational opportunities surrounding the environment, sustainability, conservation, and more for community members of all ages.
- Cultivates community-wide relationships including volunteer outreach and recruitment.
- Appropriately represents the Parks and Recreation department, the City of West Lafayette, and AmeriCorps to the public, park partners, and patrons.
- Participates in and supports community events.

Education/Skills/Experience

- Basic knowledge of online mapping platforms and tools (e.g., ArcGIS Online, ArcGIS Pro, Survey 123, etc.).
- Effective communication skills, both written and verbal.
- Previous experience in a leadership role, preferably within a volunteer or service-based organization.
- Experience in project management and coordination.
- Be driven to embrace learning opportunities, face challenges, and build community.
- Able to be dedicated to projects, stay positive, and be flexible with changing schedules, weather conditions, and project needs.
- Tree and plant identification is a plus.
- A love of the outdoors is encouraged.
- Ability to learn necessary skills and apply them to effectively carry out the service requirements.
- Familiar with Microsoft Office.
- Possess basic conflict resolution and public speaking skills.
- Efficient at time-management and ability to serve independently as well as with others.
- Must be at least 18 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.
- Ability to pass a federal, state, and National Sex Offender background screen.

Safety Requirements

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.
- Wear appropriate personal protective equipment (PPE) as instructed.
- Comply with all City and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.

- Be constantly aware of personal safety and that of other members, volunteers and City staff.
- Ability to use and operate vehicles and common equipment to complete service projects safely and effectively. (e.g., trucks, gator, weed trimmer, and leaf blowers).

Term Schedule

The Park Allies GIS Lead member service term is 450-1700 hours (roughly 3-10 months, dependent on length of term) between September 2024 – August 2025. The schedule will be Monday through Friday with some evenings and weekends required.

Benefits

A Living Allowance Stipend up to \$25,760. Upon successful completion of term (450-1700 hours minimum), individuals are eligible for an AmeriCorps Segal Education Award up to \$7,395 (Amount dependent upon length of term and completion of term).

Service Environment

AmeriCorps members will spend most of the time outdoors in the community. Exposure to all weather conditions and dust is possible. Individuals 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. While assisting in administering emergency first aid, incumbent may be exposed to communicable diseases, for which universal health/safety precautions must always be followed to avoid contamination of self and others.

Physical Requirements

While performing the essential functions of this position, the member is regularly required to talk and listen. The member is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The member is occasionally required to sit and stand for long periods of time as well as balance, stoop, kneel, bend, or crawl. The member must frequently lift or move up to fifty (50) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This is a physically demanding position. Members will serve in all types of environments including steep and wooded terrain.

Certificates/Licenses

- Valid driver's license and a safe driving record.
- Ability to obtain CPR and First Aid certification.

Member Signature: _____ **Date:** _____

Your signature is an acknowledgement of understanding and ability to perform service position functions and physical requirements of the service position.

The above statements are intended to describe the general nature and level of service being performed by people assigned to the position. They are not intended to be an all-encompassing list of all responsibilities, duties, and skills required of member so classified. Reasonable accommodations to essential functions of the position will be made if appropriate.

This program is available to all, and all qualified applicants will receive consideration for service without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

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