

Park Allies Greenspace Lead

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

Site Supervisor: Greenspace Administrator

Reports to: Grant Administrator (AmeriCorps Director)

Position Summary

Our Park Allies AmeriCorps program aims to further develop and conserve public greenspace through service experience. This Park Allies Greenspace Lead member position will play a vital role in supporting and developing the City of West Lafayette's urban tree canopy. This position involves hands-on work in the nursery, community engagement, team leadership, and environmental education. Individuals will gain valuable training and experience in arboriculture, conservation, and public service while contributing to the health and sustainability of local parks and our urban forest canopy. This position focuses on park restoration activities primarily within the City of West Lafayette's parks system. This is an excellent opportunity for someone interested in growing leadership skills, conservation, engaging the community, and the outdoors. Gain invaluable supervisory experience, challenge yourself, access free training, develop your skills, 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.
- Plans, organizes, and oversees service projects in collaboration with community partners, department leadership, and stakeholders.
- 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.
- Learns and performs landscape maintenance to include planting, pruning, weeding, mulching, watering, and propagating, as well as other horticultural and arboriculture practices and general greenspace management.
- 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.

- Participates effectively as a member of a team, despite potentially stressful and difficult conditions, which may require problem solving on an interpersonal or group level as well as a willingness to accept differences.
- Willingness and ability to complete all aspects of the program including conservation projects, education, training, and all other service projects.
- Promotes a healthy and supportive member community.
- 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 partner and patrons.
- Supports educational opportunities surrounding the environment, sustainability, and conservation for community members of all ages.
- Promotes awareness of tree conservation and the benefits of urban forestry.
- Participates in and supports community events.

Education/Skills/Experience

- 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 with their crew.
- Experience with ArcGIS or mapping and data platforms is a plus.
- Able to be dedicated to projects, stay positive, and be flexible with changing schedules, weather conditions, and project needs.
- 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 skills.
- Experience with public speaking or a willingness to improve public speaking skills.
- Time-management skills and the ability to serve both independently and in a team environment.
- 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 equivalent.
- Be able 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 fellow 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

This Park Allies Greenspace Lead 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, at rbingaman@westlafayette.in.gov, or (765) 775-5114.