



2024 Summer Position Descriptions
University of Northern Iowa Tallgrass Prairie Center
2412 W. 27th Street, Cedar Falls, Iowa

This site is hiring to fill the following positions:

- Two summer AmeriCorps members

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Minimum-time	3-mo	300 hours (25-28 hours/week)	\$2,750 (\$916.66/mo)	\$1,374.60

Host Site Overview: The Tallgrass Prairie Center is a nationally recognized center for ecological restoration of the tallgrass prairie ecosystem. Our mission is empowering people to value and restore resilient, diverse tallgrass prairie. We conduct research and provide technical support for roadside vegetation managers, farmers, conservation professionals, and native seed stakeholders. We are also responsible for the restoration and management of Irvine Prairie, a 77-acre prairie in Benton County, and 64 acres of university grounds near the TPC encompassing prairie, woodland, and native seed production plots. In early 2021, the TPC was given responsibility for management and promotion of the UNI Biology Preserves.

GIA Performance Metrics *Members work in collaboration with the host agency to complete these metrics.*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities.
- **Community Outreach** engaging outside volunteers in service activities

Site Supervisor(s): Laura Jackson, Director, and Kristine Nemec, Roadside Program Manager

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)

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- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: Two Summer Members

Position Outline: This position will allow members to learn and expand on their skills and abilities in the field of ecological restoration. Members will assist TPC staff with fieldwork such as maintaining prairie seed production plots and recording information about plant establishment on farms. Each member will have a cubicle with a computer in the AmeriCorps room at the Tallgrass Prairie Center.

Member Duties:

- Learn native plant and weed ID skills to help landowners and TPC with their land management projects; training provided by Tallgrass Prairie Center staff
- Travel to Prairie on Farms sites and document plant establishment; collect data, take pictures of sites
- Use GPS to determine areas with noxious weeds at Prairie on Farms sites and GIS to map locations of weeds
- Plant Materials Program
 - Land management activities
 - Root pot workdays
- Assist with outreach and education events
- Assist with annual distribution of prairie seed to county roadside programs, if it occurs during the summer at the Tallgrass Prairie Center
- Assist with taking photos and videos for public outreach
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Strong written and oral communication skills
- Small-team teamwork skills
- Ability to walk at least a mile while walking over rough terrain

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- Ability to lift and carry up to 35 pounds of seed
- Comfortable interacting with a variety of people from different backgrounds and age groups
- Attention to detail and safety guidelines
- Strong record-keeping and reporting skills
- Organized
- Self-motivated
- Punctual
- Accountable

Members can expect to gain the following skills/experiences in this position:

- Plant identification
- Experience with land management fieldwork
- Experience with using GPS and GIS to create maps
- Experience with environmental education and outreach