



# TerraCorps

## AmeriCorps Service Member Position Description

AmeriCorps Service Member Name: [TBD]  
 Position Title: Community Engagement Coordinator  
 Program Name: TerraCorps Massachusetts  
 Service Site: Hilltown Land Trust  
 332 Bullitt Rd  
 Ashfield MA 01330 - hilltownlandtrust.org

Service Site Supervisor: Katie Carr email: katie@hilltownlandtrust.org phone: (413) 628-4485, x 5

### I. Organization and Program Information

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TerraCorps cultivates an ecosystem of people and organizations that center community land ownership, access, and stewardship to support a diversity of interests that benefit human health and environmental sustainability. We value the power of local nonprofits to best understand and serve their communities and our goal is to help them succeed by providing them access to the AmeriCorps national service model to build organizational capacity.

TerraCorps partners with a network of 40+ nonprofits in Massachusetts and Rhode Island focused on community needs related to local land conservation and sustainable agriculture. These partners provide service sites for a new cohort of up to 60 AmeriCorps service members annually who serve in one of five coordinator roles focused on:

- Land Conservation
- Land Stewardship
- Sustainable Agriculture
- Community Engagement
- Youth Education

Service members are paired with a site supervisor who provides them guidance and mentorship while they learn to manage community programs and projects over an 11-month, 1700-hour service term.



HLT works to protect and steward land in thirteen rural towns in western Massachusetts. Since our founding in 1986, HLT has conserved 46 properties totaling over 5,000 acres. In 2010, HLT and The Trustees, one of America’s oldest land conservation organizations, affiliated to combine the efforts and resources of these two non-profit land conservation organizations in The Hilltowns.

### II. Essential Responsibilities

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- Complete weekly and monthly data reports on program activities for AmeriCorps using Google Sheets and America Learns database, on which you will be trained.

- Check and respond to emails and voicemails daily.
- Consult with your service site supervisor as necessary on an ongoing basis and no less than weekly.
- Complete bi-weekly timecards accurately and truthfully including the number of hours served each day.
- Collaborate with your service site supervisor to develop and modify an annual service plan within the first month of service.
- Utilize social media to communicate with service site’s community stakeholders.
- Organize information for use in public events and outreach.
- Complete 3 capacity building projects related to engaging the community in service site’s programs and services.
- Develop and lead culturally inclusive events that engage at least 104 individuals (adults and youths) in education and/or training and at least 42 volunteers in community service related to service site’s programs and services.
- Make public presentations.
- Communicate in a professional manner by phone, letter, email, and in person with community stakeholders.
- Maintain positive relationships with external partners and organization staff.
- Participate in 3 TerraCorps member service days and 3 training events annually.
- Participate in 3-day TerraCorps member orientation.

### III. Marginal Responsibilities

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- Solicit donations from local businesses to support your capacity building and educational/training events.
- Write one grant to support your capacity building and educational/training events.
- Attend off-site meetings with peer organizations related to community initiatives.

### IV. Qualifications

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#### A. AmeriCorps Eligibility Qualifications

1. Be at least 17 years of age at the start of service.
2. Have a high school diploma or its equivalent.
3. Be a citizen, national, or lawful permanent resident alien of the United States.
4. Satisfy the National Service Criminal History Check eligibility criteria (45 CFR 2540.202).

#### B. Position Qualifications

1. Strong interest in national and community service.
2. Strong writing, verbal communication, and presentation skills.
3. Able to serve both independently and as a member of a team.
4. Comfort navigating computer software programs including: Microsoft office suite (Word, Excel, Outlook, Teams, SharePoint, OneDrive, PowerPoint, etc.), social media (Facebook, Instagram, LinkedIn, Twitter)
5. Experience training and/or educating community members and volunteers.

6. Able to build relationships with people from varied cultural, economic, educational, racial, political, and religious backgrounds.

C. Environmental Conditions and Physical Qualifications

1. Moderate physical activity is required: walking several miles through forests, fields, wetlands. Some lifting and/or carrying, kneeling and/or crouching for long periods may be required.
2. Travel to off-site meetings and remote parcels of land as needed.
3. The ability to move safely over uneven terrain in remote locations.
4. The ability to see and respond to dangerous situations.
5. The ability to work in extreme weather conditions.
6. General office environment; ability to sit at desk for long periods, manual dexterity needed for keyboard work, writing, and phone calls.

D. Other Preferred Qualifications

1. Comfort navigating computer software programs including: Adobe products (InDesign, Photoshop, Illustrator), Wordpress, Little Green Light or other CRM database, Meta Business Manager MailChimp, LinkTree, Canva, Adobe product
2. Wilderness First Aid certification (preferred) or First Aid/CPR certification
3. Experience organizing, promoting, and leading inclusive public events for diverse community groups, landowners, and municipalities

V. Term of Service and Time Requirements

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Start Date: August 28, 2023

End Date: July 26, 2024

Term of Service & Service Hours: Full-time (1700 hours), approximately 38 hour/week

SCHEDULE\*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9-5, occasional evenings	9-5, occasional evenings	9-5, occasional evenings	9-5, occasional evenings	9-5, occasional evenings	Off unless public event	Off unless public event

- \* Schedule is subject to change based on service site needs, any changes will be communicated as soon as possible and a minimum of 72 hours in advance.
- \* Service members will have sufficient opportunity to fulfill the term of service including holidays, time off, and missed hours.
- \* All service members will be asked to attend AmeriCorps Opening Day at a date and time to be announced in October.
- \* All service members are expected to serve on the Martin Luther King, Jr. Monday Holiday unless otherwise informed by their TerraCorps program manager.

VI. Orientation and Training

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- Service members will spend their first week of service in TerraCorps Orientation which includes:

- General Introduction to TerraCorps and AmeriCorps
- The Tuckman Model of Group Development
- Mindfulness and Nature Exploration Walk
- TerraCorps Alumni Panel Q&A
- The Art of Communication
- DEIJ (Diversity, Equity, Inclusion and Justice) & Being and Inclusive Leader: You, Your Role, and Making Change
- Service member contract review scavenger hunt
- TerraCorps and AmeriCorps Systems
  - Prohibited and unallowable activities
  - AmeriCorps branding and uniform guidance
  - Introduction to program technologies
  - Introduction to TerraCorps Online Program Handbook
  - AmeriCorps Benefits
  - Performance Measures and Data Tracking and Reporting
  - Anti-Harassment and Anti-Discrimination policies
  - Timekeeping and time-off policies
  - Service plan development
- TerraCorps Service Project
- Service members will spend their second week being oriented to their service site.
- Service members will collaborate with their site supervisor to develop an annual service plan providing an opportunity to dive deeply into the planning phases of your capacity building and education/training service projects with a seasoned professional.
- Service members will receive ongoing mentorship from their site supervisor on a weekly basis related to their service projects and professional development progress.
- Service members will participate in the following training days in October, January, and April, facilitated by professional training partners:
  - Workshop: Project Management
  - Workshop: Moving from DEIJ Awareness to Taking Action in our Work.
  - Workshop: Life After AmeriCorps - Green Career Directions
- Service members are allocated \$150 by their service site to pursue outside training opportunities related to their service and/or to attend industry conferences.
- Service member training hours will not exceed 20% of the member's total term of service (45 CFR §2520.50).

## V. Benefits

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- \$26,667 living allowance (pre-tax), divided and paid bi-weekly over the 11-month term of service, which is \$1,066.68/pay period (pre-tax).
- \$6,895 AmeriCorps Segal Education Award (upon completion of 1700 hours of service).
- Student Loan and Interest Forbearance on qualified federal student loans for duration of service term.
- Individual Health Care Coverage.
- Qualified eligibility for SNAP benefits in RI and SNAP/HIP benefits in MA
- Partial Child Care Reimbursement (if qualified).

- Opportunity to take up to two weeks time off for holidays, sick/personal days, and/or vacation over the full service term.
- Mentorship, training, and career development opportunities while serving directly with community-based nonprofits and top professionals in the field.
- The personal rewards of national service and community engagement.
- Lifelong access to a diverse and growing community after service.
- After you finish your year of service, you may be eligible for the Public Service Loan Forgiveness Program here: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>.

## VI. Performance Evaluation

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- All service members participate in a mid-service evaluation and an end of service Appreciative Inquiry evaluation process. Members will be evaluated on metrics of professionalism, organization and prioritization of workload, compliance with attendance policies, and adequate communication methods, among other items, on the following qualitative scale: Grow, Accomplish, Exceed. Service members will also have the opportunity to evaluate their site supervisor during the same process.

## VII. Signature of Agreement

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The AmeriCorps service member and site supervisor hereby acknowledge by their signatures that they have read, understand, and agree to the Position Description. If the Member is under the age of 18 years old, the Member’s parent or legal guardian must also sign.

AmeriCorps Service Member Name (please print)	AmeriCorps Service Member Signature	Date Signed
Parent/Legal Guardian Name, if Member is under 18 (please print)	Parent/Legal Guardian Signature	Date Signed
Site Supervisor Name (please print)	Site Supervisor Signature	Date Signed
Authorized Program Representative Name (please print)	Authorized Program Representative Signature	Date Signed

*TerraCorps prohibits all forms of discrimination and harassment based on race, color, national origin, gender, age (40 and over), religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information.*

*Reasonable accommodations will be provided as needed for applications, interviews, and service. To request an accommodation, contact Maria Infante, Chief People and Culture Officer at [minfante@terracorps.org](mailto:minfante@terracorps.org).*