



## Position Description Sierra Nevada AmeriCorps Partnership

<b>UC Davis Tahoe Environmental Research Center - Incline Village, NV</b>	
Position Title:	Type:
<i>Education Program Assistant</i>	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

**Organizational Background:** *The UC Davis Tahoe Environmental Research Center (TERC) is a global leader in research, education, and public outreach on lakes that provides critical scientific information to help understand, restore, and sustain the Lake Tahoe Basin and other systems worldwide.*

**Number of Member Positions at this Site:** 2-3

**Site Supervisor’s Name(s) and Title(s):** • *Heather Segale, Education and Outreach Director*

**Position Description:** The education and outreach program is designed to inspire an interest in environmental sciences, stimulate curiosity, and motivate active conservation and preservation of freshwater resources, especially Lake Tahoe. We provide environmental education programs and events for students, residents and visitors to the UC Davis Tahoe Environmental Research Center’s two science-based education centers (Tahoe Science Center and Eriksson Education Center) through exhibits, tours, field trips, hands-on science activities and citizen science monitoring.

The TERC Education Program Assistant(s) will implement education and outreach programs working with the Education and Outreach Director and Program Coordinator. Duties will be divided between the three Education Program Assistants by personal choice between the three AmeriCorps members. Tasks will include some of the following activities:

**Position Description (continued):**

- Provide educational programs at the UC Davis Tahoe Science Center and Tahoe City Eriksson Education Center sites
- Host student field trips and various group tours
- Coordinate watershed education programs
- Assist with special events including the Science Expo, Children's Environmental Science Day, monthly lectures, and others
- Recruit volunteers and coordinate volunteer docent training and activities
- Present and develop hands-on science activities, exhibits, and curriculum
- Administer evaluation and program assessment tools (participant tracking database, surveys, pre- and post-assessment)
- Conduct outreach to the community (at special events such as Earth Day, and others)
- Assist with other regional environmental education events such as Sierra Watershed Education Partnership (SWEP) science fairs, Outdoor Explore, and others
- Participate in restoration work at the Tahoe City Demonstration Garden, North Tahoe Demonstration Garden, Tahoe Forest Stewardship Day, North Tahoe Beach Clean-up, Truckee River Day, and other SNAP site restoration work days.
- Opportunity to participate in various professional development opportunities such as Project WET and other workshops.
- Marketing and Social Media
- Oversee native and non-native species aquariums
- Database Management and reporting
- Writing and Editing Assignments

**Site-Specific Training Provided:** UC Davis-specific orientation and training opportunities

**Things to Note:**

Required Qualifications:

- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- Must have a minimum of an undergraduate degree from an accredited institution.
- Must be a minimum of 18 years or older.
- Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly.

Desired Qualifications:

- Background in science and/or education (coursework or relevant experience)
- Ability to present educational programs to both adult and student audiences
- Public speaking and outreach skills
- Ability to work with local community members, conservation groups and agencies
- Experience organizing events
- Skills facilitating and/or participating in group meetings
- Ability to lay out work tasks, identify resources, focus work and complete tasks on time
- Strong writing skills
- Independent, highly motivated, and able to meet deadlines with limited supervision
- Passion for the natural environment
- Proficiency using personal computers and Internet
- Ability to travel throughout the region
- Physical ability to perform strenuous activities at high elevations

Additional Benefits: Opportunity to work at world-class research laboratory in a U.S. Green Building Council LEED-certified "Platinum" building at beautiful Lake Tahoe.

Website: <http://tahoe.ucdavis.edu> and [www.TahoeScienceCenter.org](http://www.TahoeScienceCenter.org)

WORK HOURS							
8-hour days	10-hour days	10+ hour days					
95%	5%	0%					
<b>Housing Offered through Site:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Vehicle provided for Placement Site work:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
TYPE OF WORK							
Field Work <i>(field surveys, planting, invasive pulls, maintenance, etc.)</i>	Office Work <i>(lab analysis, data entry, GIS, writing, etc.)</i>	Travel <i>(travel to field work and project Sites)</i>	Restoration and Assessment <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	Education <i>(teaching, citizen science, etc.)</i>	Volunteer Recruitment & Management	Member Training <i>(Site-specific training, conferences, and development opportunities)</i>	Other <i>(gear and equipment maintenance, outreach, etc.)</i>
0%	40%	0%	0%	40%	5%	5%	10%

All Full-Time members qualify for:

- \$2,318.18 stipend per month
- Standard health, dental, and vision insurance
- Student loan forbearance during service term
- CA subsidized Childcare stipends are available.
- Professional Environmental experience and networking
- AmeriCorps members that successfully complete a service term will earn an education award; respective amounts are listed below.
- \$500 Training Support Budget

▪	Estimated Start Date	Total Hours	Hours of Training	Education Award
Full Time	11/1	1700	340	\$10,000.00
3/4 Time	2/1	1200	240	\$4,826.50
Half Time	4/1	900	170	\$3,447.50
Reduced-Half	5/16	675	135	\$2,626.27