



**Position:** OHV Specialist

**Service Term:** 1700-hour AmeriCorps position, January – December

**Location:** Saint Paul, MN

*This is not a residential program; participants must secure housing near the placement location.*

**Reports to:** Conservation Corps Assistant Program Manager and Department of Natural Resources (DNR) Site Supervisor

**Benefits:**

- Living Allowance: \$2,200/month
- Housing Reimbursement: \$100/month (reimbursable upon proof of payment)
- Education Award: \$6,495.00, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- Health insurance
- Childcare assistance
- Training, certifications, networking

**About Conservation Corps Minnesota & Iowa:** Conservation Corps Minnesota & Iowa, a nonprofit organization and AmeriCorps grantee, engages hundreds of youth and young adults each year in meaningful service, leadership development, and environmental stewardship. Our vision is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Our projects and programs embody our core values of safety, service, respect, equity, and community. In working toward our vision, we believe it is important to acknowledge that natural resources organizations, including Conservation Corps Minnesota & Iowa, have a legacy of supporting and benefiting from systems that have restricted access to public lands and careers for marginalized groups. To challenge this, we commit to using equity as a lens for the work we do and decisions we make, building a shared vision surrounding justice, equity, diversity, and Inclusion goals with our partnering organizations and communities and providing an equitable training environment and high-quality programming to all our participants.

**Position Summary:** The AmeriCorps Off Highway Vehicle Specialist is based at the Department of Natural Resources (DNR) in St. Paul, Minn. The purpose of this position is to strategize, support, and implement ways to strengthen a sustainable and fun Off Highway Vehicle (OHV) system in Minnesota. Off Highway Vehicles include All Terrain Vehicles (ATVs), Off Highway Motorcycles (OHMs) and Off Road Vehicles (ORVs or 4x4s).

Minnesota's OHV system is one of the best in the nation. From scenic trails traversing state forests to the challenges at the Iron Range OHV State Recreation Area (IROHVSRA), the State's OHV system provides opportunities for enthusiasts of all skill levels. The Parks and Trails Division of the DNR oversees over 1,000 miles of OHV opportunities in state forests and the Iron Range OHVSRA. Thousands of additional miles are part of the Grant in Aid (GIA) system, which is a partnership between the DNR, a local governmental unit and an OHV club to provide opportunities throughout Minnesota. These trails provide a means for Minnesotans to spend time with friends and family while enjoying the natural world around them.

The OHV Specialist will work within MN Department of Natural Resources Park and Trails Division in its OHV Program to support a wide range of OHV-related work around the state. Examples of likely work include:

- Work as part of a team to update and publish a new edition of [Minnesota's OHV Trail Atlas](#);
- Review OHV Program internet content, suggest and implement improvements.
- Attend and support a variety of agency and public meetings on OHV projects or programs;
- Update and track project spreadsheets;
- Work with staff to create project maps and handouts;
- Work with OHV Program staff to analyze and propose recommendations for improving existing processes;
- Work with DNR and stakeholders to plan, develop, present, and evaluate OHV-related training workshops;
- Deepen personal knowledge of natural surface trail design principles, concepts, resources and best practices;
- Work on trail construction/reconstruction/maintenance projects with DNR staff and/or club volunteers, including necessary tool and safety training;
- Participate in ATV trail rides to learn the program and analyze trail conditions.

The position is based in St. Paul with frequent travel in Minnesota for partner meetings and program and project planning and implementation. Most service activities will occur in an office setting, with substantial time spent out of the office meeting with stakeholders and participating in events.

Members are directly supervised by Conservation Corps Assistant Program Manager and DNR site supervisor. Members serve in a single placement setting with a partnering nonprofit/government organization. Members complete service projects with direction provided by partnering agencies and representatives of those agencies.

### **Duties & Responsibilities**

Member must complete service projects to the best of their ability, serving safely, effectively and efficiently to ensure projects are completed to the satisfaction of project hosts and the community. AmeriCorps members are expected to serve a minimum of 1700 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement. The service calendar outlines 1900 available hours of service, with no service (and thus, no accrual of service hours) on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving Day. Therefore, absences (sick or vacation) beyond four excused days for full-time 1700-hour AmeriCorps members are

deemed excessive, jeopardizing the member's ability to accrue the minimum service hours required for the education award. If a member has excessive absences, the member may need to volunteer with an external organization outside of regularly scheduled service days to earn additional service hours to complete the education award. These additional service hours must be pre-approved by Regional Staff.

Position responsibilities:

- OHV Program management
  - Assist DNR staff to administer the OHV Program, including but not limited to:
    - Attend staff meetings as required;
    - Assist with grants management and legislative requests;
    - Setup and organize filing systems;
    - Help plan, coordinate, record and follow up on meetings with stakeholders, including regular quarterly meetings and project-specific meetings as needed.
    - Help plan, coordinate, and manage educational workshops for DNR staff and/or stakeholders as needed.
    - Assist with answering questions from the public about the OHV program.
  - Assist with the development of OHV Program plans, and project plans, system plans, environmental review documents, legislative studies, research and other documents to advance sustainable OHV recreation in Minnesota. Specific tasks may include:
    - Assisting a team with assembling, quality checking, revising, and planning future editions of MN's OHV Trail Atlas;
    - Assisting in identifying and solving complex or controversial issues; facilitates public input; producing technically sound, well-reasoned and defensible recommendations.
    - Working with an interdisciplinary team that assesses proposed recreation sites.
    - Assistance with data collection and analysis, and compilation and synthesis of resource data for evaluating site design and development alternatives.
    - Assistance with the organization, coordination, and implementation of efficient and effective citizen and stakeholder involvement processes that help build consensus on complex issues; and documentation of citizen and stakeholder inputs and comments.
    - Compilation of background information and preparation of briefing documents, presentation materials, and formal testimony for public hearings and/or committee meetings; and distribution of meeting notes and minutes in a timely manner.
    - Assisting with the production of internet and intranet content, news releases, and newsletter articles to announce important planning process milestones (e.g. open houses, planning document review periods).
    - Analysis of GIS data and production of maps for use in internal and public meetings, and for inclusion in plan documents. Coordinate with the Information Systems (IS) Team.
    - Assistance with the design, layout, editing, production printing, posting of plans online, and final distribution of plans, maps, and supporting technical materials.
  - Field work
    - Gain practical experience working with DNR and/or OHV club crews on trail construction, reconstruction, maintenance, and/or resource management work

- Work with DNR staff to plan and complete all required equipment and safety training in advance of fieldwork;
  - Participate in periodic staff ATV trail rides to learn about the OHV program and analyze trail conditions.
- **Public Relations**
  - Participate in community events to promote the Corps and DNR.
  - Assist with developing program materials for public outreach and education.
  - Distribute Conservation Corps recruitment and promotional information in coordination with Recruitment Manager and Development Department.
  - Collaborate with partners to develop recruitment and participation plans, demonstrating interest and abilities in cultural competencies with a diverse set of youth.
  - Identify and develop lasting partnership opportunities with agencies, groups and clubs.
  - Assist in developing new display materials by taking pictures, creating PowerPoint slideshows, submitting e-news articles, etc.
  - Maintain program websites, write newsletters and articles and attend trade shows/conferences.
- **Ensure project completion and continuity:**
  - Develop and implement an annual work plan that provides timelines and balance to the priorities of the various programs listed above. Utilize a work plan tracking document provided by the Corps and DNR to track work accomplishments and reprioritize on a regular basis.
  - Attend scheduled meetings, orientations and workshops, including required Conservation Corps AmeriCorps training sessions and site visits.
  - Track AmeriCorps outreach and education performance measure accomplishments and corresponding knowledge outcomes through post-education follow-up, data recording and survey administration. Record survey results in provided spreadsheet to assist with reporting.
  - Plan and implement training days with other Conservation Corps programs.
- **Administration**
  - Submit timesheets and SAW reports to Site Supervisor.
  - Submit timesheets & SAW, expense reports, receipts and monthly credit card log promptly to Program Manager for coding and signature (NOTE: lunch time does not count toward total service hours).
  - Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Manager.

### **Hours & Schedule**

- 40 hours/week, Monday – Friday, 8:00 AM – 4:30 PM (typical, occasional evenings & weekends) typical) including a mandatory 30 minute lunch break which does not count towards service hours.

### **Qualifications**

- **Minimum Qualifications:**
  - Willingness and ability to work with and learn from motorized recreation leaders and users, and build strong relationships with OHV organizations.

- College coursework and/or degree in a relevant field (such as: Natural Surface Trail Design and Management, Recreation Management, Natural Resources, Natural Sciences, Geography, Communications, or similar).
  - Ability to complete ATV safety training and certification course.
  - Ability to communicate effectively in electronic, written and oral media, including maintaining calm and respectful conduct when communicating about controversial topics.
  - Strong social, interpersonal and public speaking skills.
  - Effective time management and project oversight skills.
  - Reliable with strong work ethic and follow-through on commitments.
  - Work well in team settings and exhibit respectful assertiveness and independent initiative to contribute to projects and products.
  - Creative thinking and problem solving required.
  - Familiarity with Microsoft (Access, Excel, Word, and PowerPoint) required.
  - Previous experience or education with natural resource management is not required; no more than 20% of the service term is dedicated to technical and personal skills training.
  - Positive attitude, interest in community service and desire to make a difference.
  - Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US
  - Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
  - Member will certify that they have or will obtain the diploma/GED to be in accordance with program requirements
- Preferred qualifications:
    - Demonstrated recent experience, technical skills and/or coursework in Geographic Information Systems (GIS, specifically ArcMap or other ESRI products), and cartography.
    - Experience in planning, developing, and managing educational workshops.
    - Experience and technical skills in using Global Positioning System (GPS) technology.
    - Experience working on a natural surface trail crew, especially ATV, OHM, or ORV trails.

### **Other Information**

In accordance with 45CFR 2520.65, AmeriCorps members may not perform prohibited service activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in the activities. Prohibited service activities are outlined in the Service Agreement section VII and AmeriCorps member manual.

Conservation Corps Minnesota & Iowa is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members and does not discriminate against anyone. Employment/placement decisions with Conservation Corps will be based on merit, qualifications, and abilities. Conservation Corps does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law. Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American

Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990.  
Reasonable accommodations available upon request.  
Minorities are strongly encouraged to apply.

Women, BIPOC, LGBTQ people, and people with disabilities are strongly encouraged to apply.

Conservation Corps Minnesota & Iowa requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

I \_\_\_\_\_ have read and fully understand the above position description that reflects the service activities that I will perform during the AmeriCorps term.

**AmeriCorps member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_