



Potomac Valley Audubon Society

www.PotomacAudubon.org | P.O. Box 578, Shepherdstown, WV 25443 | 681-252-1387

Environmental Educator AmeriCorps Service Member

Description:

The Potomac Valley Audubon Society (PVAS) is seeking full-time Environmental Education AmeriCorps Service Members to serve a 6-month term beginning March 2025. AmeriCorps, sometimes described as the domestic Peace Corps, involves young adults and adults in a year of service targeted towards important social outcomes. The service member will be responsible for completing 900 service hours assisting the Environmental Education Team by providing environmental outreach and education to youth in Jefferson, Berkeley, and Morgan Counties in West Virginia in both formal and informal settings.

AmeriCorps service is neither employment nor volunteering; it is a unique, paid National Service opportunity similar to the Peace Corps. AmeriCorps programs take multiple approaches to improving lives, fostering civic engagement, and addressing critical community needs through direct service. The official AmeriCorps motto is “Get Things Done.” More information about AmeriCorps is available at <https://www.americorps.gov>.

What our current & past Americorps Service Members say about this position:

“As a PVAS AmeriCorps, I was able to learn real skills that were invaluable to my career path. I learned how to confidently teach children about the environment, while also learning skills that can carry over into any job in the environmental field, like plant and animal identification. PVAS is also staffed by such kind people who provided me with great support. I am so thankful for this experience and would highly recommend this position to anyone with interest in education or the outdoors.”

“My time as an Environmental Educator has been an amazing experience. I’ve learned so much about nature and gotten to play an important role in introducing the wonder of the outdoors to the next generation.”

“The staff are so kind and thoughtful. They’re accommodating and look out for their team. Truly peaceful work space.”

“My AmeriCorps experience with PVAS was the perfect transition from academia into environmental education and nonprofit work- a pivotal decision that eventually led to my forming an organization to help landowners coexist with beavers. I simply would not be where I am today without the mentorship (and friendship!) of the wonderful folks at PVAS.”

Roles and Responsibilities:

- Participate fully in all trainings provided by PVAS and AmeriCorps.
- Contribute to a safe, friendly and inclusive working and learning environment.
- Collaborate with the rest of the education team to plan and prepare for upcoming education programs, including preparing the supplies and spaces needed for activities.
- Clean up all spaces and clean/restock/repair equipment after use. Store all cleaned and organized items in appropriate locations.
- Facilitate education programs for youth ages 2-18, including but not limited to the following:
 - **Watershed:** 5 in-school lessons and a field trip to a nearby stream for 4th-grade classrooms

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EIN#: 55-0626891

- **Other School Programs:** In-school lessons and field trips about topics such as insects, reptiles, birds, decomposers, for a variety of grades (mostly elementary)
- **Audubon Discovery Camp:** Weekly day camps in June, July and early August (for Service Members who contract for a year-long term)
- **Wee Naturalists:** 1.5-hour long programs at PVAS preserves for ages 3-5 year-olds who attend with a parent.
- **Family programs:** Occasional evening programs such “Trail of Bones” program in the fall
- Serve as role model for students, campers and peers: use positive behavior guidance strategies and display maturity, responsibility, flexibility, enthusiasm, and sound judgment.
- Conduct required program evaluations.
- Assist with Animal Ambassador care, including but not limited to feeding, enrichment, and enclosure cleaning/maintenance. PVAS Animal Ambassadors include turtles, a snake, hissing cockroaches, worms, and mealworms.
- Drive a vehicle or arrange for personal transportation to a variety of program sites in the Eastern Panhandle of WV. Mileage reimbursement will be available for qualifying trips. Educators will also be responsible for transporting program supplies with them.
- Actively and positively contribute to PVAS staff and AmeriCorps meetings.
- Communicate with all visitors, program participants, volunteers, colleagues, and partners in a timely, positive, and professional manner.
- Compose social media posts and write content for our newsletters.
- And any other duties needed to support the mission of the Potomac Valley Audubon Society: *We are people dedicated to preserving, restoring and enjoying the natural world through education and action.*

Please note that while not required, AmeriCorps Environmental Educator Service Members are occasionally given the opportunity and support to develop or assist in the development of new or modified programs that support the mission of the Potomac Valley Audubon Society. AmeriCorps service with PVAS is an opportunity for service members to let their creativity shine and to develop themselves professionally!

Qualifications:

- At least 18 years of age
- U.S. Citizen
- High school graduate/GED (Bachelor's Degree in the environmental or education field preferred)
- Working knowledge of science, mostly related to watershed and natural history.
- Able to serve roughly 35 hours a week Monday through Friday with occasional weekend and/or evening service.
- Have reliable transportation, a valid license and good driving record. This position requires occasionally driving up to 45 minutes to area schools or one of our nature preserves. Mileage to sites other than the main office will be reimbursed.
- Interest in community service and commitment to getting things done in your community.
- Have patience and skills to teach/counsel up to 25 children at a time. Prior experience working with children is a plus.
- Basic knowledge of computers and software including Google Docs, Drive, Calendar, Slides and Sheets.
- Communicate effectively in person, by phone and in writing.
- Excellent people skills
- Organized, self-starting, highly motivated and creative.

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- Able to lift and carry 40 lbs over uneven ground for a minimum distance of 50ft.
- Able to hike at least two miles over moderate terrain at a brisk pace (4mph) while carrying program gear such as First Aid Kits and water.
- Able to be outside for long periods of time in a variety of weather conditions.

Details & Benefits:

- All AmeriCorps must sign a contract committing to six months of service. Start date is March 1, 2025. All positions are full-time.
- Service members receive a \$825.00, pre-tax, paid twice monthly, living stipend
- Half-year, full-time members who complete their 900-hour commitment by the end of August 2025 will receive an educational award of \$3,447.50. The educational award can be used for existing student debt, current or future education expense – and the member has 7 years in which to use it.
- Housing may be available on-site at a historic cottage near Charles Town, WV. Space is limited and priority will be given to candidates without local accommodations. Housing will cost \$400.00/month; utilities included.
- Healthcare benefits while in service (if you qualify)
- Childcare assistance while in service (if you qualify)
- Student loan forbearance or deferment while in service
- Service members that complete their year-long term may be eligible to attend a public West Virginia college tuition free for 2 semesters. Service members that complete a 6-month term may be eligible to attend a public West Virginia college tuition free for 1 semester.

To Apply:

1. [Complete an online application.](#)
2. Candidates must also apply to and be approved by AmeriCorps. Details of that process will be shared once PVAS approves the applicant through resume review and interview. A sample of the application packet and reference forms will be provided upon request. All AmeriCorps members will undergo a fingerprint background check and a national sex offender check.



The Potomac Valley Audubon Society is an equal opportunity employer. All qualified applicants are welcome and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Further, PVAS acknowledges that it is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.