

Education & Outreach Assistant

The Squam Lakes Association is seeking two full-term AmeriCorps members from January – November 2024 to serve as Education and Outreach Assistants (EOA). Both EOA's will work closely with the Director of Education, Communications & Outreach Coordinator, and each other to oversee the SLA's education programming, communications and outreach. These positions will expand our programming to reach more students and community members, and will bolster the SLA's current programming to make them more streamlined and easily implemented by fellow LRCC members and SLA volunteers.

Responsibilities include:

- Conduct public and school programs, including but not limited to: Lake Ecology; Guided Hikes, Paddles, Snowshoes; Adventure Ecology; StoryWalks, Caterpillars Count; Terrestrial Invasive Species Removal, etc.)
- Use best management practices to develop clear and detailed curriculum/program plans
- Contribute to outreach communications, including quarterly newsletter, brochures, and press releases
- Update and distribute event/news flyers
- Create, edit and post content to social media platforms (Facebook, Instagram, TikTok)
- Recruit and train volunteers
- Manage and organize volunteer liability/handbook forms and volunteer tracking database
- Ensure that education program materials and supplies remain clean, organized, updated, and in stock
- Expand the educational and outreach programs hosted at SLA headquarters and in schools within the watershed
- Conduct data analysis for education and research programs and projects
- Develop, implement, and maintain interpretive trail systems on SLA properties. Examples include signage for pollinator/rain garden, SLA trails, and the SLA campus.
- Lead our community science projects, Caterpillars Count and Terrestrial Invasive Species Removal, which involves surveying plots, scheduling collection dates, training volunteers and LRCC members, and submitting data
- Assist with any other education and outreach projects and tasks as needed
- Additional projects and assignments may develop based on interests and strengths of individual candidates and the needs of the organization

Preferred Qualifications:

- Humanities-based studies preferably with a focus on environmental sciences
- Strong people skills and an interest in sharing science-based information with a variety of audiences
- Desire to gain experience leading small to medium groups in a classroom or field setting
- Excellent oral and written communication skills
- Strong computer and word processing skills, data entry, and analysis, including: Word, Publisher, Excel, PowerPoint, Adobe, and Google Suite. Experience with video editing is preferred
- Experience with CRM (constituent relationship management) databases or willingness to learn
- Experience and ease in presenting information to small and large groups of all ages both indoors and outdoors

Trails & Access Assistant

The Squam Lakes Association is seeking two full-term AmeriCorps members from January - November 2024 to serve as Trails & Access Assistants (TAA). Both TAA's will work closely with the Director of Trails & Access, the Facilities & Access Manager, and each other to oversee components of SLA's hiking trail management, outdoor access programs, and facilities maintenance. The SLA manages 60 miles of hiking trails, island campsites, canoe and kayak rental facilities, and a four-acre campus open to the public for education programs, community use, and outdoor access.

Responsibilities include:

- Determine, communicate, and conduct routine trail maintenance priorities, including lopping branches, removing downed trees, and clearing drainage structures
- Assess all 60 miles of SLA trails to develop detailed descriptions of trail conditions
- Assist with campsite management, preparation, and closing, which includes: assisting with the campsite lottery, installing and removing docks, assessing campsite facilities for safety hazards, and maintaining composting toilet facilities
- Manage SLA's Gear Library program by coordinating rentals, organizing gear, and developing educational materials
- Assist with small engine maintenance, such as boat engines, snowblowers, wood splitters
- Recruit and train volunteers
- Lead training for trail maintenance volunteers and incoming AmeriCorps members on routine hiking trail maintenance
- Collect and analyze trail counter data
- Manage and maintain SLA's tool cache
- Create new trail junction signs
- Assist with any other trails, access and facilities projects and tasks as needed
- Additional projects and assignments may develop based on interests and strengths of individual candidates and the needs of the organization

Preferred Qualifications:

- Strong interest in low-impact outdoor recreation management. Degree or experience in related field is beneficial but not required
- Desire to lead volunteer and education programs related to outdoor recreation
- Enthusiasm for sharing natural spaces with people of varying levels of ability and comfort in the outdoors
- Comfortable using hand tools (saws, loppers, hammers, etc.) and power tools (miter saw, reciprocating saw, router, etc.) in both front-country and back-country settings. Guidance and training provided for proper tool use to ensure safe handling
- Strong computer and word processing skills, data entry, and analysis, including: Word, Publisher, Excel, PowerPoint, and Adobe. GIS experience is beneficial but not required

Watershed Resources Assistant:

The Squam Lakes Association is seeking two Watershed Resource Assistants (WRA) who will serve closely with the Director of Conservation and each other to ensure that all conservation related projects and programs are operating efficiently. There are three core areas in which all conservation projects and programs work within: research, monitoring, and restoration. The primary responsibility of both WRA's is to assist the Director of Conservation with all programs and projects related to the research, monitoring, protection, and improvement of the water quality of the Squam Watershed. Some aspects of this role are flexible, and can be adjusted based on the candidate's long-term goals and interests.

Responsibilities include:

- Bolster SLA's traditional conservation work of invasive species management, water quality monitoring, and public outreach
- Serve in cooperation with the Director of Conservation to oversee and implement all aspects of the SLA's research and monitoring programs
- Perform a variety of sampling procedures in the field to collect water, sediment, and phytoplankton samples
- Perform all necessary processes for analyzing a sample in a laboratory setting, including: sample storage, chemical experiments and extractions, and species identification
- Manage, organize, and maintain equipment used for field and laboratory work
- Ensure that all samples and data are accurate, and processed and stored in a timely manner
- Perform routine maintenance or creation of watershed improvement projects
- Meet with private property owners to perform property evaluations identifying areas of concern of excessive stormwater that could impact the water quality
- Assist with any other conservation projects as needed
- Additional projects and assignments may develop based on interests and strengths of individual candidates and the needs of the organization

Additional program and project management opportunities:

Along with the main duties and responsibilities, there are two additional lead roles available to both WRA's to choose from. These roles will allow an AmeriCorps member to grow and challenge themselves as a program or project manager, depending on their individual skills and interests. The two project management opportunities present unique challenges and experiences. Both lead roles will serve in collaboration with the Director of Conservation.

Water Quality Volunteers Lead:

- Maintain the SLA's long-standing water quality volunteer program
- Maintain, manage, and analyze large data sets
- Lead trainings and organize/develop necessary materials for volunteers, staff, and LRCC to perform necessary field work
- Organize and maintain volunteer sample drop off and materials pick-up site

Invasive Species Lead:

- Maintain and manage current terrestrial invasive species removal practices
- Develop land surveying protocol for efficient and effective tracking of terrestrial invasive species presence at public access locations managed by the SLA
- Maintain, manage, and analyze large data sets
- Manage the long-standing aquatic invasive species removal program, including the tracking of removal efforts, and maintenance/inventory of dive equipment

Preferred Qualifications

- Strong interest in water quality science and conservation based research and monitoring
- Previous experience working in laboratory settings
- Strong computer and word processing skills, data entry, and analysis, including: Word, Publisher, Excel, PowerPoint, Adobe, and Google Suite. Experience with ArcGIS, RStudio, Python, and MatLab are beneficial, but not required
- Desire to manage and maintain existing conservation based programs and projects, and lead volunteers and fellow staff in both back-country and front-country settings
- Comfortable with long field days, in cold winter weather, on the frozen lake, and in hot humid summer weather, performing multiple sampling techniques with volunteers and fellow LRCC
- Self-starter and intrinsically motivated with a strong ability to work independently and in a team environment