



American Conservation Experience

Emerging Professionals in Conservation

3200 S 700 E

Salt Lake City, Utah 84106

(801) 946- 5201

ACE: Visitor Services & Volunteer Coordinator – Bear River Migratory Bird Refuge, UT

Summary: American Conservation Experience, a nonprofit Conservation Corps, in partnership with **USFWS – Bear River Migratory Bird Refuge** is seeking **1 member** to help with **volunteer coordination and visitor services** based projects at Bear River Migratory Bird Refuge in Brigham City, UT.

The selected individual will coordinate the operations and volunteer staffing of the Wildlife Education Center on the Refuge. They will work directly with FWS Staff to address staffing and logistical needs to provide environmental interpretation to a large diverse audience of over 140,000 visitors a year. The individual will develop outreach materials for refuge visitors and partners. Furthermore, the individual will work with local conservation organizations to broaden the impact of the outreach efforts. The individual will work directly with the FWS Staff in support of conservation strategy utilizing and enhancing existing curriculum on wildlife and habitat of the Refuge, developing outreach materials, developing schoolyard and community habitats, recruiting and training volunteers and performing other outreach related duties.

The refuge lies along the eastern edge of the Pacific Flyway and the western edge of the Central Flyway, making it an important resting, feeding, and nesting area for birds in both flyways. Of more than 200 bird species that use the refuge, 67 species nest on the refuge. American avocets and black-necked stilts nest by the thousands along refuge dikes and roads. White-faced ibis nest in dense emergent vegetation in large colonies of up to 10,000 birds.

Today, Bear River Migratory Bird Refuge contains nearly 80,000 acres of marsh, open water, uplands, and alkali mudflats. The marshes and open water are managed using a complex system of dikes and water control structures to provide a variety of water depths suitable for the needs of different water bird species. The Refuge is an excellent place to observe wildlife along a 12-mile auto tour route, as well as enjoying hunting, fishing and wildlife photography.

Start Date: Early January, 2021

End Date: 104 weeks after start date
2-year (104 week) commitment required

Location: Bear River Migratory Bird Refuge, Brigham City, UT

Project Website: To learn more about the Bear River Migratory Bird NWR, please visit:
https://www.fws.gov/refuge/Bear_River_Migratory_Bird_Refuge/

To learn more about ACE EPIC Program, please visit: www.usaconservation.org.

Compensation: The ACE member will receive a living allowance of **\$425/week** for food and incidental expenses, paid bi-weekly.

AmeriCorps: This position may be eligible for a 1700 hour AmeriCorps Education Award (\$6,095) upon successful completion of service hours.

Housing: Refuge housing is available at no cost to the selected candidate. Tele-work status to begin the term is an option.

Public Land Corps Hiring Authority: Members serving under this agreement may be eligible for a hiring authority upon completion of their term of service. Eligible members must meet standard requirements of completing at least 640 hours and utilize their certificate before the age of 31.

Duties for this position will include:

Region 6 National Wildlife Refuge System Urban Wildlife Conservation Program Development:

- Coordinate with the Visitor Services Manager and other FWS staff to oversee the volunteer program;
- Oversee the operations of the Wildlife Education Center to ensure staffing by volunteers, or FWS staff as needed, address any logistical needs, and welcome visitors;
- Develop and conduct research for interpretive programs and products including a program outline and resource materials, pamphlets and brochures, utilizing interpretive techniques for communicating refuge management messages.
- Assist in strengthening and conducting outreach for the Refuge's Urban Wildlife Conservation Program. This program focuses on engaging diverse urban communities in nature-based experiences.
- Develop awareness and knowledge of the local culture and community, help broaden and deepen the connections with nature, and increase knowledge of engagement opportunities that are culturally relevant to the community.

Qualifications: Applicants must have a degree (or be pursuing a degree) in environmental education, education, wildlife biology, general biology, environmental science, natural resource management, parks and recreation, ecology or other related disciplines appropriate to the position or equivalent job experience in the realm of volunteer coordination, interpretation or education.

Required:

- Knowledge of natural sciences
- Ability to work 40 hours/week independently without direct supervision as well as part of small teams
- Desire to work with diverse audiences in an Urban Refuge setting
- Writing skills with an understanding of basic grammar, punctuation, and spelling
- Attention to detail
- Ability to effectively communicate with supervisor and coworkers
- Flexibility
- Ability to work in very hot, dry, and changing weather conditions
- Familiarity with Microsoft Office software
- Ability and willingness to undergo a Federal criminal background check
- A valid driver's license, clean driving record, and ability to provide such documentation;
- 18-30 years old or 18-35 if a veteran;
- Must have a personal vehicle or be 21 years of age to drive an agency vehicle;
- Must take all measures possible to **ensure the safety of yourself and others** and understand all safety precautions involved

Preferred:

- Education in wildlife biology, ecology, social or conservation science
- Experience leading volunteers or comparable groups
- Experience working at a nature center or visitors center
- Experience in managing volunteers or interns

Further Notes on the vacancy:

- The selected individual has contact with supervisor, refuge staff, research associates, visiting research personnel, refuge volunteers, local private landowners, and the general public.
- The individual is supervised by a Refuge leadership staff. The supervisor specifies objectives, scope of assignments, methods, and techniques as well as advises on new policies and procedures. Work progress is reported to supervisor on a daily basis with periodic review for accuracy, completeness, and adherence to instructions.
- Physical demands vary with the task being performed. The work involves moderate to strenuous physical exertion including bending, climbing, stretching, walking long distances over rough, wet, uneven surfaces. Work may involve lifting items up to 50

pounds.

- The duties require a mix of indoor and outdoor work. The individual is expected to perform duties in a safe and orderly manner so as not to endanger self, co-workers, or property when entrusted.
- Due to COVID-19 work duties may change and include more independent, self-paced work.

ACE Emerging Professionals must be willing to represent ACE and the partner organization in a professional, positive, and enthusiastic manner.

Please note: Marijuana and other controlled substances are not allowed at any time during the performance of duties or while on federal property, regardless of State law or qualified medical marijuana card status.

To Apply: Please submit your resume, thoughtful cover letter, and contact for three professional/academic references to the online application page for this position here: <https://usaconservation.applicantpool.com/jobs/>

NOTE: Early consideration will be given as resumes are received. This position may close at any time. If you have any questions regarding this position please feel free to contact ACE EPIC USFWS Recruitment and Member Manager, Dave Hecker, 801.386.1629, or dhecker@usaconservation.org.

EEO: American Conservation Experience provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, American Conservation Experience complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.