

Susquehanna Greenway and Trails Assistant

The Susquehanna Greenway Partnership (SGP) seeks an energetic and strategic team player to assist with the continued development of our Trails Program. Reporting to the Executive Director, this AmeriCorps member will have a unique chance to create the organizational systems and processes necessary for expanding the Susquehanna Greenway, increasing volunteer stewardship, and improving the user experience on the Susquehanna Greenway. The member will be working within both the land and water trails components of the program. This is a great opportunity to support the inner workings of a dynamic nonprofit and expand multiple professional competencies while under the support and guidance of the STEP AmeriCorps program.

Location: Williamsport, PA or Lewisburg, PA. Telecommuting Optional

Dates of Service: August 26, 2021 – August 5, 2022. This a 1-year contract position.

Work Schedule: Typical work week Monday – Friday: 8:30 AM – 4:00 PM. Some seasonal weekend and evening events required.

As an AmeriCorps member you will gain:

- Bi-weekly living stipend
- Segal Educational Award (upon completion of 1,700 hours of service) to help pay for college, graduate school, or to repay student loans
- Forbearance on qualifying student loans while serving and interest accrual payment upon program completion
- AmeriCorps health insurance (for qualified members)
- Resume boosting, real-life experience in a dynamic nonprofit
- Conference attendance and networking opportunities with industry professionals
- Professional development and in-service training
- National service organization membership and alumni services

AmeriCorps is a real-life education and work experience wrapped into one. As a member, you will learn teamwork, leadership, responsibility and other essential skills that will help you for the rest of your life and build your resume. Members are placed with the host organization for their 1-year term and receive support and guidance from the AmeriCorps program.

Essential Functions and Duties

The Trails Assistant will help drive SGP's Trails program, outreach to community partners, and engage volunteers. Key responsibilities include:

- **Water Trail:** SGP is the official Water Trail manager of the West Branch and Lower North Branch of the Susquehanna River Water Trail. Member will assist with projects and events focused on the stewardship and management of the Water Trails System.
- **Land Trails:** Member will collaborate with SGP staff and the Board of Directors to refine and launch the Susquehanna Greenway Trail Designation program. Duties include creating and modifying organizational systems and processes necessary to designate trails within the Susquehanna Greenway corridor and communicating with applicants.
- **Outreach:** Work with Executive Director to implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Represent the Susquehanna Greenway Partnership at select community and partnership events throughout the 2021-2022 term.

- **Volunteer:** Assist the Executive Director in the coordination of volunteer events focused on improving the health and user experience of the Susquehanna Greenway. Events include volunteer clean ups, signage and access inventories, and special events volunteers.
- **Event Management:** Assist with planning and organizing SGP's yearly outreach events including the Susquehanna Sojourn (paddling), Photo Contest, Outdoor Expo, and educational workshops.
- **Administrative:** Maintain a filing system for trail materials, update and enhance membership database, research and organize publications, and assist with other administrative duties as assigned.
- **STEP AmeriCorps:** Participate in Corps Team meetings/trainings monthly, complete all requirements of STEP AmeriCorps service including monthly reports, weekly time logs, and journals; and participate in various AmeriCorps events, activities, and service projects throughout the term.

Qualifications – Knowledge, Skills, and Abilities

- Bachelor's degree in conservation, land and water management, recreation management, outdoor education, environmental education, or related major; or 1-2 years' related work experience or equivalent combination preferred.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, deliver high quality work, and work independently.
- Superlative interpersonal skills with a demonstrated ability to work well with people.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Experience within outdoor pursuits a plus.
- Valid driver's license and access to reliable transportation.
- A level of volunteer management experience is preferred.

Access to Vulnerable Populations

Position will not have access to vulnerable populations.

To Apply:

Submit resume and cover letter to Executive Director, Corey Ellison (cellison@susquehannagreenway.org).
Susquehanna Greenway Partnership is an equal-opportunity employer.

Deadline to Apply

All applications should be submitted by 5:00 PM on August 13, 2021.

About the Susquehanna Greenway

The Susquehanna Greenway Partnership is a 501(c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.

About STEP AmeriCorps

The STEP AmeriCorps program partners with numerous non-profit organizations and schools in Clinton, Lycoming, and Tioga counties to provide service opportunities to meet the region's community needs.