

Volunteer Program Assistant – LRCC SLA

The Squam Lakes Association (SLA) is seeking one full-term AmeriCorps member from January – November 2025 to serve as the Volunteer Program Assistant (VPA). The VPA will aid in bolstering the SLA's Volunteer Program. The VPA will work directly with the Volunteer and Membership Manager to plan and facilitate the SLA's volunteer programming. They will communicate and coordinate volunteer opportunities with members of the public and groups including schools and other organizations. The VPA will assist with volunteer program outreach to strengthen and expand our volunteer program.

About the LRCC: The Lakes Region Conservation Corps (LRCC) is an AmeriCorps state service program that develops skills and experiences for conservation professionals. The program provides hands-on conservation experience and certifications over a broad range of areas, which ensure that Lakes Region Conservation Corps members are capable of independently approaching a variety of tasks in the environmental conservation field.

About the SLA Host Site: The Squam Lakes Association (SLA) is a non-profit conservation organization that works to conserve the natural beauty, peaceful character, and resources of the Squam watershed. Through conservation, education, and low-impact recreation, the SLA promotes the protection, careful use, and shared enjoyment of the Squam Lakes Region.

All LRCC members serving with the Squam Lakes Association will have some level of participation in the following responsibilities, regardless of Assistant position:

- Act as a caretaker on SLA's low impact campsites, which includes: camping alone for 3-7 nights at a time, checking in campers, addressing maintenance needs, cleaning composting toilet facilities, restocking firewood, and other caretaker tasks as needed
- Split and bundle firewood for low-impact camping on SLA campsites
- SCUBA dive to remove the aquatic invasive species variable milfoil. Milfoil removal/surveying days are typically ten hour days, with upwards of three hours underwater. The water is cold and we dive regardless of air temperature and precipitation. Conditions are murky when diving in Squam.
- Facilitate winter access to SLA owned and maintained properties by conducting snow removal by hand, snow blower, and truck with plow attachment
- Educate the public on conservation initiatives within the region and across the state, and act as an ambassador of the LRCC and SLA. A non-exhaustive list of examples includes leading education programs, tabling events, lake hosting, trail hosting, etc.
- Volunteer management, including back-end administrative organization and leading volunteers in the field
- Collaborate with SLA staff, Education & Outreach Assistants, Watershed Resources Assistants, Trails & Access Assistants, and the Volunteer Program Assistant to support SLA operations,

which may include but is not limited to: office work assistance, facilities maintenance, boat maintenance, special events, etc.

VPA-specific responsibilities include:

- Create event posts to advertise volunteer opportunities on the SLA's social media and volunteer websites.
- Organize and recruit volunteers for public events hosted by the SLA, including but not limited to Winterfest, Squam Ridge Race, and Fall Workday.
- Update and distribute event/news flyers.
- Manage and organize volunteer liability/handbook forms and volunteer tracking database.
- Act as lead and point of contact to coordinate volunteer opportunities for groups outside of regularly scheduled events.
- Data entry of volunteer hours into our database.
- Recruit and train volunteers.
- Assist with any other volunteer projects and tasks as needed.
- Send follow up thank you notes to volunteers.
- Work with the Volunteer and Membership Manager to develop a system of volunteer benefits and recognition program.
- Contribute to outreach communications, including quarterly newsletter, brochures, and press releases
- Additional projects and assignments may develop based on interests and strengths of individual candidates and the needs of the organization

Required Qualifications:

We select Lakes Region Conservation Corps members who display a great attitude and commitment to conservation, enjoy hard work, and aren't afraid to get dirty. Lakes Region Conservation Corps members must meet the following minimum qualifications to serve:

- Must be 18 years of age by January 15th, 2025
- Must be a competent swimmer, able to lift 50 pounds, able to carry and use heavy tools while hiking, able to hike at least 8 miles in a day, and able to work independently and in a group
- Available for the full duration of program (January 15th – November 21st, 2025)
- Must meet the Corporation for National Community Service's minimum requirements:
- Must clear all required National Service Criminal History Checks;
- Must be a high school graduate, GED recipient, or must be working toward attaining a high school diploma or GED during their term of service;
- Must be a US citizen, US national, or legal permanent resident of the US

Preferred Qualifications:

- Demonstrate ability to communicate, motivate, lead and relate effectively to a wide variety of individuals
- Excellent oral and written skills.

- Familiarity with computer technology and database systems, including Microsoft Office (Excel, Word, Canva, Constant Contact, DonorPerfect) beneficial but not required.
- Outstanding organization & time management skills.
- Willingness to work on projects independently and as a team.
- Desire to gain experience with leading groups and facilitating volunteer days.

Benefits

- Bi-weekly stipend: \$839.10 (pre-tax; \$18,700 aggregate)
- Segal Education Award upon successful completion of the program and 1700 hours: \$7,395
- Provided housing with kitchen and laundry (SLA will not provide additional stipend if electing to live elsewhere)
- AmeriCorps Health Insurance (value of \$4,500+)
- Eligible for student loan forbearance and interest accrual repayment on qualifying loans

Training/Certifications:

- Wilderness First Aid and CPR (value of \$245)
- SSI Open Water Diver Certification (value of \$780)
- NAUI Weed Control Diver Certification (value of \$150)
- New Hampshire Commercial Boating License
- Plow operator training
- Motorboat operator training
- Other professional trainings as available.

Physical requirements and serving conditions:

Standard 5 days on/2 days off with occasional exceptions. Normal office tasks, driving company vehicles (day/night; may require occasional use of personal vehicle if bringing one to the program), weekends, early mornings and late evenings, hiking on uneven terrain, lifting in relation to fieldwork. Must be able to swim and be comfortable on the water in motorized and non-motorized boats, willingness to SCUBA dive in cold and dark environments. Willingness to travel throughout the Squam Watershed.

Duration:

January 15th – November 21st, 2025 and a minimum of 1700 hours.

To apply:

Apply online at <https://www.lakesregionconservationcorps.org/apply-now>. Indicate in your cover letter which assistant position you are applying for. If you are interested in multiple tracks please indicate which ones in order of preference. Applications are reviewed in the order of receipt, with offers made on a rolling basis, so interested applicants are encouraged to apply well before the deadline. Submission deadline: December 1st, 2024