



**Utah Conservation Corps
AmeriCorps Individual Placement
Red Butte Garden
School Programs Environmental Educator**

Term of Service: Two 1700-hour positions are available, June 2025 – June 2026 (approximately).

Application review will begin in April 2025 and will continue until all positions are filled.

Location: Salt Lake City, UT with travel to schools throughout the state.

Service Schedule: Individual Placements will serve an average of 32-35 hours per week.

Questions about the Position: Contact Nick Hoffmann nick.hoffmann@redbutte.utah.edu

ABOUT THE UTAH CONSERVATION CORPS (UCC)

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. UCC is a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts. Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

PARTNERING ORGANIZATION OVERVIEW

Red Butte Garden is one of the largest botanical gardens in the Intermountain West and together with the University of Utah, is the State Arboretum of Utah. We are located on 100 acres in the foothills on the eastern edge of the University of Utah campus. The Garden has welcomed guests since 1985 and consists of over 21 acres of developed gardens and five miles of hiking trails winding through an extensive Natural Area. The Garden, which is community funded, is renowned for its numerous plant collections, display gardens, 560,000 springtime blooming bulbs, including a vast collection of daffodils, gorgeous private event spaces, a worldclass outdoor concert series, and award-winning horticulture-based educational programs.

POSITION OVERVIEW

Red Butte Garden, Utah's botanical garden and arboretum and the largest botanical garden in the intermountain west, is excited to accept applications for an environmental educator in our School Programs department. Join our team and become a School Programs Educator and provide direct services to our community through our botany and science-based programs for K-12 students throughout the state. Share your passion for plants, the outdoors, and the environment to school aged (K-12) kids during classroom visits, field trips, and more. Gain valuable experience teaching curricula for School Programs based on NGSS and Utah's SEEd standards. Develop resume building skills through professional development opportunities. Work in a beautiful botanical garden and travel to schools throughout the state. Must enjoy being outdoors, informal education, and working with school aged children.

This full-time, 12-month term (1700 hours) AmeriCorps position is offered through Utah Conservation Corps and is a great opportunity to grow your skills in environmental education, botany, horticulture, NGSS & SEEd science standards, and more. There are two positions available and are supervised by the Schools Program Manager, Nick Hoffmann.

PRIMARY DUTIES (80 % DIRECT SERVICES)

- Presenting environmental education to a range of K-12 students, primarily early elementary, with occasional middle and high school students, throughout the state.
- Lead and assist with teaching summer camps to elementary and middle school age students.
- Communicating with and instructing teachers on science content.
- Traveling to classrooms throughout the state, including driving a Red Butte Garden vehicle, and several overnight, multi-day trips.
- Assisting with scheduling of program events.
- Assisting with daily operations by maintaining, manufacturing, and collecting supplies, facilities, and equipment.
- Assisting with acquiring and analyzing program evaluation data.
- Assisting the Programs Department with other activities, programs, and seasonal events.
- Assisting the Programs Department in developing and revising program curriculum and materials.
- Developing a data tracking plan with site supervisor and collect and report AmeriCorps impact data timely and accurately.

TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Attend required USERVE Volunteer Management sessions.
- Attend required USERVE Member Gatherings and Active Engagement Retreats.
- Complete required UCC Orientation Modules.

- Other Professional development opportunities vary depending on schedule and staff availability but typically include:
 - on-site training on K-12 programs.
 - training on 3-dimensional science teaching.
 - informal science education networking opportunities.
 - attended in virtual or in-person education conferences.

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit the number of education awards an individual may earn. No member may earn more than the aggregate value of two, full-time education awards.
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check.
- Full-day schedules will include a 30-minute lunch break that does NOT count toward term of service hours.

Position Specific Requirements:

- Background in science, education, environmental studies, botany, or horticulture preferred.
- Written and verbal communication skills.
- Must enjoy working outside, in classrooms, and with elementary age students.
- Familiarity with basic Word, Excel, and Outlook skills.
- Experience working with children and some knowledge of lesson planning, classroom management, and public speaking.
- Proactive, flexible, strong organizational skills.
- Ability to work both independently and as part of a team.

COMPENSATION AND BENEFITS

. This AmeriCorps member will receive the following benefits:

- **\$30,000.00 living allowance** divided and paid in even bimonthly (TWICE per month) disbursements throughout the term of service. Note: this is taxable income.
- **\$7, 395.00 Segal AmeriCorps Education Award** (available to members after successful service term)
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- UTA pass.

HOW TO APPLY

Research shows that candidates often don't apply for positions if they don't feel they meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Submit an application at https://usu.co1.qualtrics.com/jfe/form/SV_bQ6ISIPdBSB8PQ2



Equal Opportunity Program

Utah Conservation Corps is an equal opportunity program. Utah Conservation Corps and Utah State University do not discriminate or tolerate discrimination based on an individual's identity. UCC is committed to providing reasonable accommodations for application and service with our programs. To request reasonable accommodation please visit <https://www.usu.edu/hr/current-employees/ada/>

UCC's Zero Tolerance Policies

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community, such as harassment, hostile work environment, or bullying;
- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

AmeriCorps Prohibited Activities

While counting hours toward the AmeriCorps award, AmeriCorps members who accumulate service or training hours, or engage in activities supported by AmeriCorps, as well as program staff, must refrain from the following activities. Grant funds may not be used to support these activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph 7 above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit*.

In addition to the above activities, the below activities are expressly prohibited:

1. Census Activities*: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
2. Election and Polling Activities*: AmeriCorps members may not provide services for election or polling locations or in support of such activities.
3. Fundraising limitations**: AmeriCorps members cannot serve more than 10% of their hours on fundraising. They also may not raise funds for living allowances or an organization's general (as opposed to project/program) operating expenses or endowment.
4. Grant writing**: AmeriCorps members cannot serve hours while writing grant applications for any Federal agency including AmeriCorps.

*As prohibited in the 2024 Terms and Conditions for AmeriCorps State and National

Grants

**As prohibited in the UServeUtah AmeriCorps Program Directors Manual

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

AmeriCorps Members as Team Leaders. Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.