

## AmeriCorps SC Member Position Description

### Environmental Conservation Corps: Community Restoration Member

**Service Site Setting(s):** Lowcountry Alliance For Model Communities

**Service Site Location(s):** Multiple (Based in North Charleston, SC but may travel to Beaufort County, Berkeley County, Charleston County, Colleton County, and/or Georgetown County for daily service projects)

**Service Position Type:** Full Time (1700 hours)

**Term of Service:** Term Start: May 27, 2025 Term End: May 26, 2026

**Average Minimum Weekly Required Service Hours:** Minimum of 34 hours weekly

**Average Expected Weekly Service Hours:** Average expectancy of 37.5 hours weekly

This position is a collaboration between the Sustainability Institute and the Lowcountry Alliance for Model Communities (LAMC). Both organizations are 501 (c) (3) organizations.

#### **Host Site Overview**

LAMC was founded for the purpose of advocating environmental justice and promoting community development, education, employment, quality housing, and community involvement.

#### **AmeriCorps Member Position Overview**

Community Restoration Members engage in habitat restoration activities which may include activities such as restoring coastal wetland buffers (including some oyster beds), planting native plants and trees, performing water quality testing and monitoring, and constructing and maintaining rain gardens. Crew Members will also engage in weatherization activities, which may include directly installing energy conservation measures in homes, surveying households about their weatherization and repair needs, and supporting energy efficiency workshops and trainings throughout the community.

#### **Impact to Community Served**

AmeriCorps members serve with the Sustainability Institute to promote climate resilience, quality of life and sustainability in both protected places and urban environments within our Lowcountry region. Our projects provide meaningful opportunities for young people to develop personally and professionally while being of service to themselves, their communities, and the environment. Our goal is to create the next generation of conservation leaders in our region.

#### **Impact to Member Who Serves**

Community Restoration Members participate in a diverse array of urgently needed and front-line conservation activities in communities and protected places across the Lowcountry region –all while learning new skills, building confidence and leadership, developing life-long relationships, and serving your community.

Through this program, Members gain:

- Training: Build knowledge and skills in a diversity of conservation and sustainability jobs
- Certifications: Receive free professional certifications relevant to the field
- Compensation: Earn a living stipend (pre-tax, paid bi-weekly), and an end-of-service Segal Education Award after successful completion of the term
- Connections: Meet and work with a wide variety of governmental agencies and nonprofit organizations
- Teamwork: Experience working in a team of peers and within a nonprofit organization
- Leadership: Help lead critically important conservation projects to combat climate change

#### **Essential Functions**

Members engage in habitat restoration activities which may include activities such as restoring coastal wetland buffers (including some oyster beds), planting native plants and trees, performing water quality testing and monitoring, and constructing and maintaining rain gardens. Crew Members will also engage in weatherization activities, which may

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include directly installing energy conservation measures in homes, surveying households about their weatherization and repair needs, and supporting energy efficiency workshops and trainings throughout the community.

### **Environmental Stewardship Work (85%):**

- Coastal wetland buffer restoration and associated data collection, monitoring, modeling and surveying activities that will inform future adaptive measures.
  - Installation of vegetated buffers with native plants and trees
  - Creation and maintenance of stormwater parks
  - Oyster shell bagging and manufactured wire reef building
  - Oyster shell pickup, recycling, and trash sorting
  - Construction of oyster reefs in the marsh
  - Marsh grass cultivation
- Freshwater and tidal saltwater quality monitoring
  - Work includes performing water sampling, testing, data collection, and reporting. Training is provided.
  - Dissemination of information, outreach, and training community
  - Partners may include but are not limited to: Charleston Community Research to Action Board (CCRAB), College of Charleston and Charleston Waterkeeper
- Maintaining native rain gardens, pollinator gardens, and urban vegetable gardens
  - Partners may include but are not limited to: Clemson Extension Service, Charleston Parks Conservancy, Fields to Families, and Green Heart Project.

### **Community Outreach (10%):**

- Participate and facilitate local community outreach and trainings.

### **Energy and Water Efficiency Work (5%): (year-round)**

- Support the direct installation of energy efficiency measures in homes, as well support community outreach, surveying, and workshop activities.

### **General Responsibilities:**

- Adhere to rules of conduct and service expectations as detailed in the Member Handbook
- Maintain familiarity with AmeriCorps operations and procedures (the Corps Network/CNCS)
- Follow and obey AmeriCorps prohibited activities as listed in the Member Service Agreement
- Participate in all required trainings, days of service, and responsibilities toward projects and functions as directed by LAMC Staff
- Report daily (on service days) to the LAMC Program Coordinator
- Be prepared to accept delegated tasks from LAMC Staff
- Assist with upkeep of office interior
- Maintain a positive and encouraging work environment for fellow Crew Members
- Represent self and program well in front of partners, community members, etc.
- Participate in community outreach events
- Uphold self-accountability by coming into the office prepared for the day
- Other duties as assigned

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- AmeriCorps members do not perform prohibited activities as enumerated by the federal AmeriCorps agency in [45 CFR § 2520.65 \(LINK\)](#).
- AmeriCorps resources must not supplant, duplicate, nor displace. Restrictions are outlined in [45 CFR 2540.100 \(LINK\)](#).

### **Additional Responsibilities**

ECC Crew Member member may – if and as needed – be additionally responsible for the following:

- Participate in outside service activities approved by the Program Director
- Contribute toward community preparedness and response to disaster situations.

### **Federal AmeriCorps Participant Minimum Eligibility Requirements**

(a) **Eligibility.** An AmeriCorps participant must–

- (1)
  - (i) Be at least 17 years of age at the commencement of service; or
  - (ii) Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\) \(LINK\)](#) or [\(g\)](#);
- (2)
  - (i) Have a high school diploma or its equivalent; or
  - (ii) Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
  - (iii) Obtain a waiver from the Corporation of the requirements in [paragraphs \(a\)\(2\)\(i\) \(LINK\)](#) and [\(a\)\(2\)\(ii\)](#) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
  - (iv) Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091 \(LINK\)](#));
- (3) Be a citizen, national, or lawful permanent resident alien of the United States;
- (4) Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202 \(LINK\)](#).

### **Physical, Emotional, and Intellectual Demands**

Due to the conditions and scope of work performed by the Environmental Conservation Corps, members must be physically able to perform all program work, fully and equally, as other Corps Members. This includes but is not limited to,

- climbing,
- heavy lifting,
- bending,
- working from one's knees or back,
- working in excessive hot, cold, or rainy conditions,
- and/or other work components deemed necessary by LAMC/SI staff

### **Evaluation and Reporting**

LAMC and the Sustainability Institute are committed to strong member development and include in their plan a comprehensive set of resources offered to Members that are designed to ensure member retention, personal growth, and success. These include, but are not limited to, in-depth assessment of skills and interests upon arrival, a strong orientation, financial literacy training, cover letter/resume training, team-building activities, exposure to outside employment opportunities upon completion of service with the Program, and performance evaluations.

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Performance evaluations are intended to be a mutual exchange of information that informs the program’s service delivery and helps the member successfully complete the term of service. The program will conduct and keep a record of at least a midterm and an end-of-term written evaluation of the member’s performance. At a minimum, the following factors will be evaluated.

1. Whether the member has completed the required number of hours;
2. Whether the member has satisfactorily completed assignments; and;
3. Whether the member has met other performance criteria clearly articulated by the program at the start of the term; and;
4. Other factors including but not limited to: professionalism, representation of self and team, punctuality, productivity, time management, dependability, accountability, communication, and conflict management.

## Reporting Requirements

Each member is responsible for submitting their personalized timesheet to Program Staff at the end of every week. Please note: members cannot spend more than 20% of their time on indirect service activities such as education and/or training.

## How to Apply

For more information about our program, visit our website at <https://sustainabilityinstitutesc.org/ecc/join-ameriCorps/>. From there, you can find a link to our Restoration application (via Google Forms). A direct link to the online application is here, <https://forms.gle/gH87CwbQrCuBMAJh7>. Resume is required, cover letter is recommended, and references are optional.

**Program Coordinator Name and Title:** Holly H. Blair, Program Coordinator  
**Program Coordinator Contact Information:** [holly@sustainabilityinstitutesc.org](mailto:holly@sustainabilityinstitutesc.org)  
**Site Supervisor Name and Title:** Rodly Millet, LAMC Chief Executive Officer  
**Site Supervisor Contact Information:** [rodlym@lamcnc.org](mailto:rodlym@lamcnc.org)

## Nondiscrimination

This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Benefits

AmeriCorps members accepted for this position may be eligible for the following, subject to federal and state law, governing grant terms and conditions, and program stipulated requirements. [Learn more about AmeriCorps member benefits here \(LINK\)](#)

Core Benefits (Table 1)		
AmeriCorps member benefits	Eligible? "X" = Yes Blank = No	Detail
Living Allowance	X	See "Living Allowance" (Table 2) below
Segal Education Award	X	See "Education Award" (Table 3) below
Professional Development and Training	X	Up to 20% of hours, compliant with <a href="#">45 CFR 2520.50 (LINK)</a>
Student loan forbearance (if eligible)	X	
Healthcare (member only)	<input type="checkbox"/>	
Childcare Assistance	<input type="checkbox"/>	
Member Assistance Program	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

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The AmeriCorps living allowance may be subject to special consideration for federal or federally-assisted programs based on need, noted in [42 U.S.C. § 12637\(d\) - Treatment of AmeriCorps Benefits \(LINK\)](#)

Living Allowance (Table 2)			
Position Slot Type "X" = Yes Blank = No	Living Allowance Amount (per disbursement)	Disbursement Frequency	Maximum Living Allowance Amount (not to exceed during service term)
<input checked="" type="checkbox"/> Full Time (1700 hours) <input type="checkbox"/> Three Quarters Time (1200 hours) <input type="checkbox"/> Half Time (900 hours) <input type="checkbox"/> Reduced Half Time (675 hours) <input type="checkbox"/> Quarter Time (450 hours) <input type="checkbox"/> Minimum Time (300 hours)	\$785.00	<input type="checkbox"/> Monthly <input type="checkbox"/> Twice Per Month <input checked="" type="checkbox"/> Biweekly (every 2 weeks) <input type="checkbox"/> Weekly <input type="checkbox"/> Other:	\$20,400.00

AmeriCorps members who successfully complete a term of service are eligible for the Segal AmeriCorps Education Award, subject to specific terms and limitations. [Learn more about the AmeriCorps Segal Education Award Here \(LINK\)](#)

Segal AmeriCorps Education Award (Table 3) "X" = Yes Blank = No
<input checked="" type="checkbox"/> \$7,395.00 <input type="checkbox"/> Full Time (1700 hours) <input type="checkbox"/> \$5,176.50 <input type="checkbox"/> Three Quarters Time (1200 hours) <input type="checkbox"/> \$3,697.50 <input type="checkbox"/> Half Time (900 hours) <input type="checkbox"/> \$2,817.14 <input type="checkbox"/> Reduced Half Time (675 hours) <input type="checkbox"/> \$1,956.35 <input type="checkbox"/> Quarter Time (450 hours) <input type="checkbox"/> \$1,565.08 <input type="checkbox"/> Minimum Time (300 hours)

**IP Crew Member Program Candidate:**

(sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_

**The Lowcountry Alliance for Modern Communities Program Staff:**

(sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_

**The Sustainability Institute Program Staff:**

(sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_