

## AmeriCorps SC Member Position Description

### Environmental Conservation Corps: **Fall Restoration Crew Member**

**Service Site Setting(s):** The Sustainability Institute

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

**Service Position Type:** Reduced HalfTime (675 hours)

**Living Allowance:** \$8,100 (pre-tax paid biweekly)

**Education Award:** \$2817.14 (pre-tax)

**Term of Service:** October 6, 2025 - February 27, 2026 (21 weeks)

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

**Average Expected Weekly Service Hours:** Average expectancy of 37.5 hours weekly, mainly M-F, some weekend days required

#### **Program Overview**

The Sustainability Institute (SI)'s Environmental Conservation Corps (ECC) is an AmeriCorps-accredited (through The Corps Network) workforce development and service-learning program based out of North Charleston, SC. This program is intended for young adults interested in or pursuing careers in conservation and environmental fields. Through this program, participants can expect to gain desirable field skills and training while addressing coastal resilience and habitat restoration needs in the Lowcountry region. Projects include oyster reef fabrication, living shoreline construction, rain garden building, water quality monitoring, marsh grass planting, recreational trail maintenance, and more!

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

Crew Members engage in habitat restoration activities in public parks, forests, and waterways, including, but not limited to, activities such as restoring salt marshes and building oyster reefs; constructing rain gardens; planting native plants and trees; performing water quality testing and monitoring; and constructing and repairing trails, bridges, and boardwalks. Crew Members may also engage in weatherization activities, including presenting energy efficiency workshops throughout the community and developing work scopes. Crew members also play a critical role in leading SI hosted community volunteer events and connecting local community members to meaningful, conservation service work in their own backyard.

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

AmeriCorps members serve directly with ECC 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**

ECC Crew 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, Crew 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

## AmeriCorps SC Member Position Description

### Essential Functions

Crew Members will engage in habitat restoration and conservation activities in public parks and waterways, including, but not limited to, activities such as building oyster reefs and living shorelines; constructing and maintaining rain gardens;

planting native plants and trees; performing water quality testing and monitoring; and constructing and repairing recreational trails, bridges, and boardwalks.

### Environmental Stewardship Work:

- Constructing trails, boardwalks and bridges
  - Partners may include but are not limited to: Charleston County Parks, South Carolina State Parks, SC Forestry Commission, and Francis Marion National Forest
- Freshwater and tidal saltwater quality monitoring
  - Work includes monthly monitoring of four designated sites and performing water sampling, testing, microplastic monitoring, data collection, and reporting. Training is provided.
  - Main program partners are the SC Department of Environmental Services and Clemson University's Adopt-A-Stream program and Charleston Waterkeeper.
- Maintaining native rain gardens, pollinator gardens, and urban produce gardens
  - Partners may include but are not limited to: Clemson Cooperative Extension, Charleston Parks Conservancy, Fields to Families, and Charleston County Parks.
- Planting native plants, trees and shrubs
  - Partners may include but are not limited to: Clemson Cooperative Extension, Charleston Parks Conservancy, Fields to Families, and Charleston County Parks.
- Salt marsh and oyster restoration along the coast of South Carolina
  - In collaboration with the SC Department of Natural Resources SCORE (South Carolina Oyster Recycling and Enhancement) program, we will be performing:
    - Oyster shell recycling and trash sorting
    - Fabricating Oyster Reef substrate: Manufactured Wire Reef (MWRs)
    - Building oyster castles along the shoreline
    - Marsh grass seed collection, planting, and cultivating.
  - Other program partners may include but are not limited to: Coastal Conservation League, The Nature Conservancy South Carolina, and SCDNR's ACE Basin National Estuarine Research Reserve.

### General Responsibilities:

- Adhere to rules of conduct and service expectations as detailed in the Member Handbook
- Report daily on service days and be prepared to accept delegated tasks from SI Staff
- Uphold self-accountability by coming into the office prepared for the day
- Maintain a positive and encouraging work environment for fellow Crew Members
- Represent self and program well in front of partners, community members, etc.
- Assist with upkeep of office interior and equipment storage and supply areas
- Maintain the ECC van, service trailer, and inventory of project equipment to ensure they remain "work-ready" and in good operation
- Participate in all required trainings and responsibilities toward projects and functions as directed by SI Staff
- Participate in community outreach events
- 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:

## AmeriCorps SC Member Position Description

- 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 SI staff

### **Evaluation and Reporting**

The Sustainability Institute is committed to strong member development. It includes a comprehensive set of resources offered to Crew Members that are designed to ensure member retention, personal and professional growth, and success. These include, but are not limited to, in-depth assessment of skills and interests upon arrival, 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.

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.

# AmeriCorps SC Member Position Description

## 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

To apply, please visit our website at <https://sustainabilityinstitutesc.org/ecc/join-ameri-corps/>. From there, you can click on the "Complete Online Application (Restoration Crew)" link that will direct you to our online application (via Google Forms). Resume and cover letter are required, and references are recommended.

**Program Director Name and Title:** Marni Friedman, Director of Conservation

**Program Director Contact Information:** 843.529.3421, [marni@sustainabilityinstitutesc.org](mailto:marni@sustainabilityinstitutesc.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 1:	<input type="checkbox"/>	
Other 2:	<input type="checkbox"/>	
Other 3:	<input type="checkbox"/>	

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 \(LINK\)](#)

# AmeriCorps SC Member Position Description

## Training Provided:

The ECC Program is dedicated to providing members with field-based certifications and conservation-based training during their time of service:

## Fall Cohort:

- Habitat Restoration
  - Adopt-A-Stream Freshwater and Tidal Saltwater Monitoring Certification
  - Charleston Waterkeeper Microplastics Monitoring
  - Clemson Extension Master Rain Gardener Certification Track
- Worksite Safety
  - CPR/First Aid
  - Jobsite and Tool Safety
- Professional Development/Soft Skills
  - Financial Literacy Workshop
  - Resume/Cover Letter Workshop

## 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 type="checkbox"/> Full Time (1700 hours) <input type="checkbox"/> Three Quarters Time (1200 hours) <input type="checkbox"/> Half Time (900 hours) <input checked="" type="checkbox"/> Reduced Half Time (675 hours) <input type="checkbox"/> Quarter Time (450 hours) <input type="checkbox"/> Minimum Time (300 hours)	\$771	<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:	\$8100.00

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

- ☐ \$7,395.00 ☐ Full Time (1700 hours)  
☐ \$5,176.50 ☐ Three Quarters Time (1200 hours)  
☐ \$3,697.50 ☐ Half Time (900 hours)  
☒ \$2,817.14 ☐ Reduced Half Time (675 hours)

## AmeriCorps SC Member Position Description

- ☐ \$1,956.35 □ Quarter Time (450 hours)
- ☐ \$1,565.08 □ Minimum Time (300 hours)

### Crew Member Program Candidate:

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

### The Sustainability Institute Program Staff:

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

The Sustainability Institute is committed to providing equal employment opportunities to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.