



## Historic Preservation Corpsmember Position Description

### Northern Bedrock Historic Preservation Corps

[www.northernbedrockcorps.org](http://www.northernbedrockcorps.org)

**Mission:** to develop workforce and life skills through service learning in historic preservation and community stewardship.



**Position:** Historic Preservation Corpsmember  
**Living Allowance:** \$700 stipend every two weeks  
**Location:** Based in Duluth, MN and traveling throughout MN  
**Reports to:** NBHPC Staff  
**Application Deadline:** Open until filled  
**Service Term:** June 23, 2020 to October 28, 2020 (675 - hour slot)  
**Service Schedule:** Each Hitch: 9 days, 10 hours per day 8:00 AM – 5:30 PM (typical) plus hitch support time, followed by 5 days off. The majority of projects will be out-of-town assignments requiring camping for up to 9 consecutive days.

#### Stipend and Award:

- \$700 biweekly living allowance
  - \$2,360 AmeriCorps Segal Education award\*, and loan forbearance during service term.
- \*Eligible after successful program completion and serving a minimum of 675 service hours.*

#### Logistics:

Crews consist of 6 Corpsmembers who serve and live together during hitches. Applicants must be able to serve 9, 9+-hour days in a row, followed by 5 days off for the duration of their service term. Crew food, campsites and group camping gear are provided while on hitch. The crew is provided a corps vehicle with a tool trailer to travel from Duluth to the project locations. All AmeriCorps members are required to take a daily half-hour lunch which does not contribute to service hours.

#### Position Summary:

Corpsmembers complete a variety of projects including historic structure maintenance, cemetery monument resetting and cleaning, and historic landscape restoration. Corpsmembers will learn lifelong, hands-on skills while camping and exploring greater Minnesota. This position involves physically challenging and team-oriented work. Projects are completed mostly outdoors in all weather conditions, and all projects involve extended camping near the project site. Crews are led by rotating peer crew leaders. This position is supervised by the Northern Bedrock Historic Preservation Corps (NBHPC) Staff, working closely with Technical Specialists who provide technical training and project workflow, and Project Hosts who set the project site priorities.

#### Position Responsibilities:

Corpsmembers must actively participate in the program, act professionally, and commit to personal development.

##### I. Active Participation

- Contribute to a culture of safety.
- Work as a part of a team to accomplish service project goals and spike camp tasks.
- Serve Project Hosts and the public within the confines of the project scope.
- Preserve historic structures and landscapes as trained and able.
- Show initiative and commitment by working hard, asking for clarification and anticipating crew needs.

##### II. Professionalism

- Bring a positive attitude to each hitch.
- Start all hitches and service projects on time.
- Illustrate dependability by being consistent and showing forward thinking.
- Effectively use time management skills to complete project scope, service tasks and documentation.
- Communicate effectively with fellow Corpsmembers, staff, Project Hosts, Technical Specialists, and other members of the public.
- Honor the beliefs and emotions of others by resolving conflicts in a respectful manner and being receptive to feedback.

##### III. Personal Development

- Improve hard skills such as tool usage and preservation techniques.
- Improve soft skills such as conflict resolution and hitch leadership.
- Perform crew roles thoroughly and attentively.
- Commit to a growth mindset that facilitates learning about yourself and the needs of others.
- Identify and celebrate personal transformation.

#### Training:

As a service learning training program, Corpsmembers learn about and complete projects with guidance from the NBHPC team, Technical Specialists and Project Hosts. Orientation at a minimum covers member rights and responsibilities, standards of conduct, discipline, prohibited service activities, requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.), suspension and termination from service, grievance procedures, non-discrimination and civil rights and harassment. Northern Bedrock Historic Preservation Corps will also cover an introduction to the preservation trades, team building, leadership, power and hand tool safety and use, OSHA 10, outdoor ethics, and field first aid.

#### **Performance Expectations:**

AmeriCorps members are expected to complete their full service term and a minimum of 900 hours in order to receive the Education Award. There will be no service and thus, no accrual of service hours, on Memorial Day, Independence Day, and Labor Day. Absences (sick or vacation) beyond three excused days for the full field season are deemed excessive, jeopardizing the proper functioning of the crews, the member's ability to complete a service term and the privilege to receive an education award. Corpsmembers will joyfully make up excessively missed field days. These additional field days must be approved in advance by the NBHPC Staff. Each Corpsmember's performance will be evaluated by the NBHPC Staff at mid-term and end-of-term, focusing on constructive feedback and factors such as whether the Member has:

- Satisfactorily completed assignments and tasks within the categories of
  - Active Participation,
  - Professionalism, and
  - Personal Development
- Completed the required service hours and number of field days;
- Attended orientation and trainings.

#### **Desired Qualifications:**

- Positive attitude.
- Ability and desire to live and work well with others in a team setting.
- Interest in historic preservation, service learning and community stewardship.
- Effective communication skills.
- Commitment to the full AmeriCorps service term.

#### **Minimum Requirements:**

- 18-25 years of age at start of program.
- Functional knowledge and use of English language, both oral and written.
- High School Diploma or working towards GED before using the award.
- Must pass criminal history check. *Pass: no positive hits on the NSOPW (sex offender registry) and no history of violent offenses from FBI fingerprint.*
- Must be a United States Citizen, United States National or Lawful Permanent Resident of the United States and provide document as proof.
- Verify identity through Government Issued ID and Social Security Number.
- Flexible schedule to be able to travel and camp for extended periods of time.
- Adhere to provided personal protective equipment requirements at all times.
- Willingness to follow all crew policies and participate in a safe working environment.
- Ability to appropriately represent Northern Bedrock and the AmeriCorps Program.
- \*Ability to perform the essential functions of the job 10 hours per day:
  - Manual labor - heavy lifting, bending, and carrying up to 50 pounds
  - Attention to detail and willingness to follow standards for historic preservation
  - Repetitive cleaning and restoring of historic structures and objects
  - Walking/working on steep or uneven terrain
  - Working outdoors, rain or shine, in heat/cold, and dealing with insect and pests
  - Working, eating, and camping in the outdoors in all weather conditions
- Reliable transportation to report to meeting location in Duluth at the beginning of each project.
- AmeriCorps members may not engage in any Prohibited Activities as defined in the Member Service Agreement during AmeriCorps hours.

*This program is available to all, without regard to disability, race, religion, national origin, gender, sexual orientation or political affiliation. The Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990. Reasonable accommodations provided upon request.*

\* The corps reserves the right to release a Corpsmember from service if they cannot perform the essential service functions required of this position.