



Water Quality Forum

<http://waterqualityforum.org/>

2017-18 CAC AmeriCorps Member Service Description



Water Quality Forum Executive Committee-Designated Site Supervisors

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Service Position Description Overview

The Water Quality Forum (WQF) CAC AmeriCorps member is tasked with supporting the Forum in its mission to protect and enhance our local waterways in accordance with the Clean Water Act. The Forum is a network of water-related entities including utilities, academic institutions, community organizations, government entities, businesses and private citizens who come together to conduct watershed protection programs and initiatives. The WQF AmeriCorps member responsibilities fall into five work areas that support: 1) WQF administration & communication; 2) WQF supply management; 3) WQF events; 4) watershed initiatives; and 5) school-based educational and service efforts.

The WQF member's office is located at Knox County Engineering & Public Works (EPW) complex within the same working space as the Knox County Stormwater AmeriCorps members. The WQF member is to follow EPW staff parking and other relevant on-site policies and participate alongside fellow Knox Co. AmeriCorps members in the Stormwater Pollution Prevention Plan (SWPPP) EPW site clean-up days.

Any issues with carrying out any or all of these job responsibilities are to be brought to the above named Site Supervisors for discussion and resolution with support of the WQF Executive Committee.

Administration & Communication

The WQF's governing body is comprised of an Executive Committee (EC) that meets on a monthly basis to determine the Forum's scope of work and its implementation strategies. It also oversees communication and publicity of Forum events. The WQF AmeriCorps member will support the EC in these efforts.

WQF AmeriCorps member responsibilities may include:

- Taking meeting notes and compiling them for EC review;
- Organizing WQF partners and/or fellow AmeriCorps members to assist quarterly meeting set-up;
- Maintaining the WQF Website and Facebook page; and
- Assisting with maintaining a WQF historical archive.

Supply Management

The WQF member is responsible for managing the WQF supplies stored at the EPW complex. This includes maintaining an inventory of supplies and a check-in/check-out system.

WQF Special Events

The WQF special events are to be managed by designated WQF partner(s) who are to take the lead in organizing and managing the event, with support of the WQF AmeriCorps member.

Knoxville Dogwood Arts House and Garden (H&G) Show

The WQF currently coordinates on behalf of local stormwater programs (i.e., MS4s) a Tennessee Smart Yards-themed booth at the *Knoxville Dogwood Arts H&G Show* conducted at the Knoxville Convention Center in February. This involves financial support from each of the MS4s to cover booth fees along with display costs.

WQF AmeriCorps member responsibilities may include:

- Assisting with determining booth display design and needed supplies;
- Working with MS4s to determine program materials to be distributed;
- Overseeing booth set-up and take-down; and
- Helping with coordinating booth volunteers.

Rain Barrel Outreach Initiative

The WQF conducts its *Rain Barrel Outreach Initiative* to promote residential use of rain barrels in order to conserve water and reduce stormwater runoff. As a part of this initiative, rain barrel workshops are conducted in the three WQF MS4 partner jurisdictions (i.e., Knox County; Town of Farragut; and Oak Ridge). In addition, the Forum sells high quality commercially-made rain barrels that are not locally available at a fair-market cost.

WQF AmeriCorps member responsibilities may include:

- In conjunction with MS4 AmeriCorps members, collecting barrels from a local food processing company and preparing (e.g., washing, drilling, installing hardware) them for workshops;
- Helping with marketing workshops and commercial rain barrel sales; and
- Assisting with workshop and commercial rain barrel sale logistics.

River Rescue

This is an annual river and creek clean-up that involves 600 plus volunteers. In 2017, River Rescue volunteers removed about 10 tons of trash. Ijams Nature Center is the lead coordinator for River Rescue, with the WQF serving as a key partner in planning and implementation.

WQF AmeriCorps member responsibilities may include:

- Assisting with advertising;
- Identifying creek sites for clean-up;
- Helping with the coordination of supplies; and
- Soliciting Site Captains for the event day.

WaterFest

This is an annual field trip-destination event involving area elementary school students and home school groups. It is conducted in a festival type format and is intended to educate youth on water resource concepts in a fun and engaging venue. Activities include a science show, games, arts and crafts, model-building, and story-telling. WaterFest is held at Ijams Nature Center with an average of 700 to 800 students participating. In conjunction with this event, a Poetry and Art (P&A) Competition is conducted with a watershed theme for elementary school-age children.

WQF AmeriCorps member responsibilities may include:

- Serving on the WaterFest Planning Committee;
- Assisting with the promotion of the WaterFest P&A Competition;
- Helping with the coordination of volunteers; and
- Assisting with the logistics and day-of event activities.

EarthFest

This is an annual community-wide Saturday festival with an attendance of 2,000 plus. Its intent is to educate families on earth-friendly practices through educational booths and activities. The WQF is a longstanding partner in helping to plan and implement this event.

WQF AmeriCorps member responsibilities may include:

- Serving on the EarthFest Planning Committee;
- Helping to coordinate the management of the WQF booth; and
- Assisting with other WQF educational activities conducted at this event.

Families-in-the-Creek

This involves 25-30 citizens (i.e., parents and their children) learning about a local creek's ecology and what they can do to help protect it. With professional biologists and water resource professionals, participants seine for fish and aquatic insects, conduct water quality testing and participate in land use impact activities.

WQF AmeriCorps member responsibilities may include:

- Participating on the planning committee;
- Assisting with event marketing; and
- Helping with event logistics and day-of activities.

Watershed Initiatives

Since its inception, the WQF has spearheaded local watershed initiatives with the aim of removing stream segments from the TDEC 303(d) list. An ongoing initiative being carried out with support of a TN Department of Agriculture 319 grant and managed by the Knox County Watershed Coordinator is the Beaver Creek Watershed Initiative. Efforts include installation of LID demonstrations; installation of agricultural BMPs; and implementation of educational/outreach events. Being located solely within the Knox County jurisdiction, the Knox County Stormwater staff and its supporting AmeriCorps members are anticipated to take a lead in assisting with these efforts. However, the WQF AmeriCorps member may assist, particularly, with the school-based initiatives conducted at the *Halls Outdoor Classroom*, a 3.5 acre LID/BMP demonstration site located within the North Fork floodplain behind Halls High School.

WQF AmeriCorps member responsibilities may include:

- Participating in the HOC Steering Committee;
- Assisting in BMP (e.g., rain garden) maintenance efforts; and
- Helping with outreach efforts (e.g., seedling distributions; HOC Spring Celebration).

School-Based Education & Service

The WQF supports both school-based water quality education and service events. 2017/18 targeted schools include those involved in the University of Tennessee Department of Civil & Environmental Engineering (CEE) projects. It will also include those interested in conducting service projects that help to fulfill CAC AmeriCorps goals.

WQF AmeriCorps member responsibilities may include:

- Supporting the following CEE projects:
 - NSF Career Grant “rain garden” initiative being conducted at Halls, West, Farragut and Oak Ridge High Schools;
 - US Forest Service mesocosm study at West High; and
 - Baker Creek Watershed “Young Scientist” Nutrient Study at South Doyle Middle.

The WQF member is to assist the respective graduate student who is responsible for project implementation and teacher in engaging participating classes in relevant lessons; data collection and analysis; and community service, if relevant.

- Assisting schools with service projects. This may involve identifying Forum partner(s) who can provide technical or other needed support; taking tool and supplies to schools; and possibly assisting (time permitting).

Required Knowledge, Skills, and Abilities

The WQF member is to participate in training provided by WQF MS4 partners. In addition, the member will receive on-going training and guidance by his/her WQF Site Supervisors in conjunction with the WQF members at large. Following are required minimal knowledge, skills, and abilities.

WQF Administration, Communication and Special Event Support

- Effectively communicate, both verbally and written, with the public.
- Serve as committee meeting recorder, taking and synthesizing meeting notes.
- Knowledge of Microsoft Desktop Applications (e.g., Word, PowerPoint, Excel).
- Ability to learn basic functions of a Wordpress website and manage a Facebook page.
- Organize and manage materials, supplies and tools.
- Help to develop an event/project schedule and coordinate tasks among community partners and fellow AmeriCorps members (with WQF partner support).

School-Based Programs

- Minimum of a college degree (BA or BS), with a science background preferred
- Ability to learn basic watershed principles (ecological, social, and cultural) and convey these concepts through hands-on educational lessons and field assessments.
- Build positive and appropriate relationships with students, teachers, and community partners.

Emotional, Attitudinal and Physical Attributes

The following emotional, attitudinal and physical attributes are provided as examples that are indicative of what is needed for this position. Additional ones may be identified by the Site Supervisors and in some cases, it is expected that these attributes will be strengthened over the course of the service term with support of the Site Supervisors and fellow WQF EC members.

Emotional and Attitudinal

- Willingness to ask questions, learn from mistakes and constantly strive to improve.
- Ability to articulate job challenges and present them back to one or both Site Supervisors.
- Flexibility in adapting to changing situations and needs.
- Maturity to work with youth and set appropriate boundaries.
- Willingness to do the mundane that includes required reports.
- Willingness to work side-by-side with Knox Co. Stormwater members, recognizing that while their roles and responsibilities are separate, they will sometimes overlap and be mutually supporting.
- Willingness to maintain a clean and organized office, alongside the Knox County Stormwater AmeriCorps members as designated by the Knox County Stormwater Site Supervisor.

Physical

- Set up tents and tables at events and move event supplies.
- Remove unwanted plants in stormwater BMPs and within riparian corridors, requiring the use of tools such as loppers, mattocks, and weed wrenches.
- Transport supplies in and out of schools and to field sites.

Supplies and Tools Used and Managed

The following list is exemplary of the supplies and tools that will be used and managed through the service term.

Events:

- **House & Garden Show:** mock *Smart Yards* home display that includes 6'X3' panels; pervious pavers to create a mock patio; mulch and plants used to create a mock rain garden
- **WaterFest:** tents, tables, tubs of activity supplies
- **River Rescue:** wheel barrows to cart trash; hooks (j-shaped rebar with attached rope) to haul large items (e.g., shopping carts; tires) up steep stream banks; boxes of t-shirts)

School-Based Programs:

- **In-Class:** Enviroscope (landscape model); stream table (mimics hydrologic functions); arts and crafts-type materials
- **Field monitoring:** D-nets, waders, kick nets, chemical test kits; benthic collection implements
- **Service projects:** Shovels, pitch forks, rakes, clippers, weed wrenches