

AmeriCorps  
Service Project Position Description  
Natural Heritage Assistant  
Vermont Fish and Wildlife Department

The service project is with the VT Natural Heritage Inventory located at the VT Fish and Wildlife Department's headquarter in Montpelier, Vermont. The project will include the inventory of wetlands, lakes, rivers, and shorelines for rare plants and animals in the Lake Champlain watershed. The project will also focus on identifying and mapping significant examples of natural communities, such as emergent marshes, floodplain forests, and sand beaches. The position will be led by Everett Marshall, Scientist III with the Department. Apply at this [website](#) by April 15, 2019 Vermont ECO AmeriCorps. The position is from Sept. 2019 to Aug. 2020.

**Job Duties:**

**Identifying priority sites to inventory:** under the mentorship by our program scientists (botanists, zoologists and ecologists), the member will determine priority sites to visit for rare species and natural community types of interest. This will involve the use of GIS imagery and layers and knowledge of the natural community types and the life history of rare species.

**Request landowner permission to visit both private and public lands:** the member will provide a brief explanation of the resource(s) of interest to inventory, request access to visit the site and document the pertinent communication, i.e. post card/letter, phone call, and/or in-person request and whether permission was granted.

**Conduct field inventories and collect data with program scientists:** the member will assist our program scientists in collecting data with GPS units, camera, and field notebook and/or tablet. Under the leadership of program scientist, the member will also assist in searching for rare species based on having seen an image or an herbarium or a museum specimen.

**Compile information in the Natural Heritage Database:** under the leadership of our information managers, the member will enter rare species and significant natural community data in the Natural Heritage Database. This involves summarizing and compiling inventory data into specific database fields and completing GIS mapping.

**Provide landowners with a brief report of significant features:** the member will provide brief reports on rare species and significant natural communities documented in inventories.

**Complete cooperative tasks:** the member will complete timesheet in a timely manner, keep calendar up-to-date, attend planning meetings.

**Attend pre-arranged ECO AmeriCorps events:** the member will inform the leader of any ECO events they plan to attend in advance.