



# Watershed Stewards Program

## Mentor Position Description

### Required Qualifications:

- Minimum of three years' expertise, knowledge, and skills in environmental work.
- Minimum two years' experience supervising and evaluating others
- Professional association with a WSP Placement Site.
- WSP Alumni must have three years of post-WSP experience before qualifying as a Mentor.

### Helpful Qualifications

- Experience in mentoring young professionals within the area of focus.
- Connections to environmental educators and service activities within the community.
- Environmental education background

### Description of Duties:

#### **Safety:**

#### **Time Commitment:**

• Provide a safe work environment.	Ongoing
• Train Corpsmembers in the Placement Site's Illness and Injury Prevention Plan and other site-specific safety protocols.	1 hour/month
• Train Corpsmembers in the use of all tools and supply appropriate personal protective equipment (PPE) before beginning a project. <i>**Contact WSP if help supplying PPE is needed</i>	Ongoing
• Ensure that at least one First Aid/CPR certified person (e.g., Placement Site staff or another WSP Corpsmember) accompanies Corpsmembers in the field at all times.	Ongoing
• Conduct and document weekly safety meetings. Submit Safety Log monthly	20 minutes/week
• Complete Job Hazard Analysis (JHA) for all work Corpsmembers are doing, submit to WSP, and review with Corpsmembers as needed.	2 hours/year

#### **Recruitment & Training:**

#### **Time Commitment:**

• Participate in the recruitment and Corpsmember selection process, including conducting interviews either in-person or via telephone and submit applicant rankings to Program Coordinator.	5-8 hours/year
• Review <i>Program Handbook</i> in order to ensure full understanding of program requirements and responsibilities.	4 hours/year
• Travel to and participate in a one-day Placement Site training and end-of-term Recognition Ceremony to acknowledge Corpsmembers.	2 days/year
• Work with Corpsmembers to complete the Mentor/Corpsmember Agreement.	3 hour/year
• Provide professional development opportunities for Corpsmembers	Ongoing

*The Watershed Stewards Program (WSP) is dedicated to improving watershed health by actively engaging in restoration science, civic service, and community education while empowering the next generation of environmental stewards.*

*A program of the California Conservation Corps, WSP is one of the most productive programs for future employment in the environmental field. WSP is administered by CaliforniaVolunteers, the Office of the Governor and sponsored by AmeriCorps and the California Department of Fish and Wildlife.*



# Watershed Stewards Program

## Mentor Position Description

<ul style="list-style-type: none"> <li>Provide ongoing site-specific training necessary for Corpsmembers to accomplish service activities.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Allow Corpsmembers to attend WSP required trainings and outreach events.</li> </ul>	About 2 weeks/year

### Support and Supervision:

### Time Commitment:

<ul style="list-style-type: none"> <li>Provide daily supervision to ensure Corpsmembers are making adequate progress towards all site and WSP objectives.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Provide Corpsmembers with a high-quality experience and a variety of projects, and ensure they have a sufficient workload throughout the term.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Ensure Corpsmembers are spending the required percentage of time on Watershed Recovery activities, and that all Corpsmember activities align with WSP's mission.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Conduct regular (at least monthly) meetings with Corpsmembers to discuss calendars, exchange feedback and Corpsmember development.</li> </ul>	1-4 hours/month
<ul style="list-style-type: none"> <li>Provide Corpsmembers with an office space, including a desk, chair, phone, and computer with internet access</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Provide Corpsmembers with adequate office time to complete WSP requirements (at least four hours every week).</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Support Corpsmembers as they plan and implement their Watershed Awareness Volunteer Event (WAVE) and Wonders of Watersheds (WOW!) educational series.</li> </ul>	As needed
<ul style="list-style-type: none"> <li>Assist with pre and post assessment of Corpsmember's Watershed Awareness Volunteer Event (WAVE)</li> </ul>	2-4 hours/year
<ul style="list-style-type: none"> <li>Attend WSP's Annual Site Visit (WSP staff travel to each site's office).</li> </ul>	4 hours/year
<ul style="list-style-type: none"> <li>Ensure Corpsmembers comply with the WSP uniform policy</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Contact WSP staff if any Corpsmember issues arise.</li> </ul>	Ongoing

### Documentation:

### Time Commitment:

<ul style="list-style-type: none"> <li>Prepare site application, complete contracting and site acceptance paperwork, and prepare site handbooks.</li> </ul>	20-40 hours/year
<ul style="list-style-type: none"> <li>Provide and document site-specific orientation for Corpsmembers.</li> </ul>	2 hours/year
<ul style="list-style-type: none"> <li>Complete 3 Corpsmember Performance Reviews</li> </ul>	3 hours/year
<ul style="list-style-type: none"> <li>Complete all paperwork required by WSP</li> </ul>	2 hours/year

*The Watershed Stewards Program (WSP) is dedicated to improving watershed health by actively engaging in restoration science, civic service, and community education while empowering the next generation of environmental stewards.*

*A program of the California Conservation Corps, WSP is one of the most productive programs for future employment in the environmental field. WSP is administered by CaliforniaVolunteers, the Office of the Governor and sponsored by AmeriCorps and the California Department of Fish and Wildlife.*



# Watershed Stewards Program

## Mentor Position Description

---

<ul style="list-style-type: none"><li>• Ensure Corpsmembers complete and submit monthly paperwork by deadlines.</li></ul>	30 minutes/month
<ul style="list-style-type: none"><li>• Review for accuracy and sign Corpsmembers' monthly timesheets to certify hours served.</li></ul>	20 minutes/month

*The Watershed Stewards Program (WSP) is dedicated to improving watershed health by actively engaging in restoration science, civic service, and community education while empowering the next generation of environmental stewards.*

*A program of the California Conservation Corps, WSP is one of the most productive programs for future employment in the environmental field. WSP is administered by CaliforniaVolunteers, the Office of the Governor and sponsored by AmeriCorps and the California Department of Fish and Wildlife.*