



2025-2026 VHCB AmeriCorps
Summer Camp Nature Instructor Member Position Description
North Branch Nature Center

Position Information

The Summer Camp Nature Instructor is a Quarter-Time AmeriCorps position requiring a minimum of 460 hours. The position begins May 26, 2026 and ends August 21, 2026.

Program Overview

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land conservation organizations around the state. Serving on the front lines of community-based organizations, VHCB AmeriCorps members energize, engage, and empower residents to address unmet needs at the local level, collectively creating positive change and building a healthy future for Vermont.

Host Site

This position is based at North Branch Nature Center, 713 Elm Street, Montpelier, VT 05602. The member will be supervised and supported by Naomi Heindel, Executive Director, naomi@northbranchnaturecenter.org.

The North Branch Nature Center (NBNC) mission is to connect people with the natural world. Our vision is a world where people learn, teach, and play together in nature, supporting healthy, resilient communities, and ecosystems. The Summer Camp Nature Instructor will support the NBNC's summer staff team in delivering high quality nature-based summer camp programs for all participants.

Description of Duties

Essential Functions

- Co-develop and teach summer day camp programs (including aftercare) for children ages 4-14.
- Mentor teen Leaders-In-Training

- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps (optional)
- Participate in all VHCB AmeriCorps Program Initiatives & outreach activities to promote AmeriCorps.
- Engage in professional and personal development activities and networking opportunities.
- Submit bi-weekly timesheets.
- Complete all enrollment and exit requirements.

Secondary Functions

- Develop and implement special projects related to environmental education, as time allows.
- Facilities maintenance shared by all staff as relevant to AmeriCorps service.
- Participate in disaster response and recovery activities. AmeriCorps members may be asked on a volunteer basis or requested by SerVermont to assist in disaster response and recovery activities. This may involve virtual or in-person service opportunities. This may include service opportunities outside of standard service hours or in place of standard service duties. Disaster response activities must be approved and reported to SerVermont by the program.

Orientation and Training

- Participate in all VHCB AmeriCorps Trainings, Service Days and Events.
- Attend SerVermont training, conferences, and events.
- Complete Mandated Reporter and On3Learn training required by SerVermont.
- No more than 20% of aggregate hours can be training hours.
- No more than 10% of the originally agreed-upon term of service can be fundraising activities.

Evaluation and Reporting

- Complete an end of term evaluation.
- Complete quarterly progress reports.

Time & Service Requirements

Service is to be performed primarily outdoors in a variety of weather conditions. Service will require frequent hikes over uneven and steep terrain. NBNC expects all members/staff/interns to uphold the organization's commitment to community education and best practices in nature-based learning. Our organization vision is a world in which people learn, teach, and play together in nature. This also aptly describes the work and service atmosphere at NBNC.

Benefits

- A living allowance of \$8,074 (pre-tax).
- An education award of \$1,956.35 (pre-tax) upon successful completion of term of service
- Healthcare coverage
- Childcare assistance (must meet qualifications)
- Loan forbearance for federally backed student loans, if qualified

Qualifications

AmeriCorps Qualifications (45 CFR §2522.200(a))

A. *Eligibility.* An AmeriCorps participant must—

- a.
 - 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) or (g);
- b.
 - 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 AmeriCorps of the requirements in paragraphs (a)(2)(i) 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);
- c. Be a citizen, national, or lawful permanent resident alien of the United States;
- d. Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

Additional Qualifications

- General knowledge of New England natural history including botany and tree I.D.
- Experience with hand tools and power tools typically used in landscaping and gardening.
- Strong self-starter skills with the ability to envision and tackle long-term tasks.
- Ability to serve independently and part of a team.
- Strong organizational skills and service ethic.
- College-level experience in natural resources, plant science, landscape design, or a related field.
- Comfortable serving outside in all weather conditions.
- Able to travel to and from property.
- Able to safely lift/carry heavy objects (>40 lbs.)
- Ability to serve occasional weekends.
- Pass Vermont AHS Child Protection and Adult Abuse Registry Checks
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants.
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2 – 3 hours each way.
- Available to regularly serve 40 hours per week.

Signatures

The member, host site, and program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this position description. If the member is under the age of 18 years old, the member's parent or legal guardian must also sign.

Amendments to this Member Position Description shall be made in writing and must be signed by the member, the member's guardian (if applicable), host site supervisor, and program staff.

_____	_____	_____
Member Name	Member Signature	Date Signed
_____	_____	_____
Parent/Legal Guardian, if under 18	Parent/Legal Guardian Signature	Date Signed
_____	_____	_____
Supervisor Name	Supervisor Signature	Date Signed
_____	_____	_____
Program Staff Name	Program Staff Signature	Date Signed

This program is available to all, without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.