



Conservation Leadership Development Program Member 2018-2019

FULL POSITION DESCRIPTION

POSITION INFORMATION:

The Conservation Leadership Development Program (CLDP) has been developed for members who are looking for an intensive entry-level experience in preparation for a career in the conservation field. Members work at a single worksite/agency that best matches the individual's interests. Applicants must be comfortable working in rugged environments, and be able to perform physically demanding work (see physical and behavioral requirements below*).

As previously mentioned, participants in the CLDP work with a **single** environmental agency for the duration of the membership (approximately eleven months). Members typically work one-on-one with a mentor/supervisor to gain a more in-depth understanding of the agency as a whole, as well as the type of environmental work and research the agency is involved in. Members may participate in a variety of conservation activities and work across various landscapes, depending on the agency they are selected by. This may include fieldwork, research projects and presentations, leading/assisting with volunteer groups, etc.. Participants will gain valuable experiential education throughout the program, and will have the opportunity to build close relationships with conservation field experts. Members will gain skills in the areas of leadership, organization, and decision-making, work in some of the most interesting and beautiful natural areas in Hawai'i and have an opportunity to make a positive impact in those areas.

Although a site-specific Position Description will be provided by the Host Site, CLDP members typically begin working at their site immediately after the program starts and participate in program activities Monday through Friday. The program will involve all weekdays (with work times ranging between 7am-5pm) with possible weekends, evenings and/or camping. Members may have extensive camping requirements throughout the program depending on the work needs of the host-agency. Due to the individual nature of the Conservation Leadership Development Program and the length of the service term, members are held to a high degree of personal responsibility. On a monthly basis, CLDP members are expected to check in with their program coordinator, keep a record of their work efforts and ensure timesheets and other paperwork are turned in on time.

As an AmeriCorps member, applicants cannot exceed the maximum allowable terms as set forth by the Corporation for National Community Service. To find out the current regulations regarding eligibility, please visit the AmeriCorps website.

**Kupu is committed to making reasonable accommodations upon request for those with disabilities. For details please contact Kupu at 808-735-1221 x2002.*

AVAILABILITY:

There will be one or more positions on each of the following islands: Kaua'i, O'ahu, Maui, Moloka'i, and Hawai'i Island (both Kona and Hilo side). The number of positions and areas in which positions are available are subject to change each year.

BENEFITS:

- Up to \$1,600 monthly living allowance* and a \$5,920 Education Award- through Kupu's largest supporter, [AmeriCorps](#)
- Opportunity to gain extensive knowledge about a single/handful of worksites (as members work with one agency for the duration of the program)
- An extremely in-depth learning experience and further awareness of specific environmental issues
- Opportunity to work side-by-side with a supervisor and potential employer who works in an environmental field you are interested in
- Child care, health care, and loan deferment available for eligible applicants
- Week-long Service Trip with other Kupu CLDP members
- Valuable job and life skills
- And most of all, the opportunity to protect Hawaii's natural resources and make a positive impact in your community

**Living allowances are subject to taxes and are paid bi-weekly over eleven months. Should, in special cases, the position last less than eleven months, the living allowance will be prorated appropriately. Living allowances are awarded at the above stated amount and are not dependent on hours worked.*

PROGRAM DATES:

October 2018 – August 2019 (approximately 11 months). Exact start and end dates TBD. Priority Deadline for application is June 30, 2018 .

APPLICANT REQUIREMENTS:

1. **Age** - Applicants must be at least 17 years of age by the start date of the service term (due to AmeriCorps regulations).
2. **Diploma** – Applicants must have a high school diploma or equivalent.
3. **Citizenship** - Applicants must be one of the following: a US Citizen, US National, or Lawful Permanent Resident Alien (due to AmeriCorps regulations).
4. **Criminal History Check** – Applicants are subject to a criminal history check.
5. **Housing/Transportation** - Applicants must have their own personal housing and transportation arrangements on-island.
6. **Physical & Behavioral Requirements** - Due to the nature of this program, the physical and behavioral demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable members with disabilities to perform the essential functions.
 - a. Able to work extended hours on steep, rugged terrain; under extreme hot and cold weather condition
 - b. Able to hike long distances carrying a 20 lb backpack
 - c. Able to lift 30+ lbs, and operate basic hand tools (machetes, shovels, picks, etc)
 - d. Able to work and camp in remote locations with minimal facilities
 - e. Able to work closely, interact according to Kupu’s core values and expectations, and camp with agency field crews for consecutive days and weeks
7. **Prohibited Activities** – AmeriCorps members will not participate in any prohibited activities as defined in their Member Service Agreement, if hired.

HOW TO APPLY:

1. **Complete the Online Application**

The application can be filled out at the following direct link: <https://kupuhawaii.tfaforms.net/138> or on our website at www.kupuhawaii.org/conservation. Please read ALL instructions and answer questions to the best of your ability.

Please note that you will need to upload your **resume** and list **two job references**. Upon submitting your application, please notify your job references that they will be receiving an email containing a link to complete an electronic reference form. It is your responsibility that these forms are submitted; please be sure to allow enough time for your references to complete the online reference form. If they are not received, your application will be considered incomplete. Application and all required materials must be received by the **priority deadline June 30, 2018**

GUIDELINES FOR Job References:

- All job references should come from professional sources such as coaches, bosses, teachers, groups you’ve volunteered with, or anyone who has known you for at least a three months. Job references should not include immediate family members or close friends.
- Job References should be able to speak to your personal and professional attributes

NEED HELP?

Call (808) 735-1221 ext. 2002 or e-mail us at conservation@kupuhawaii.org should you have additional questions.

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