



## 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 serve at a single host site/agency that best matches the individual's interests. Applicants must be comfortable serving in rugged environments, and be able to perform physically demanding duties (see physical and behavioral requirements below\*).

As previously mentioned, participants in the CLDP serve with a **single** environmental agency for the duration of the membership (approximately eleven months). Members typically serve 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 duties and research the agency is involved in. Members may participate in a variety of conservation activities and serve 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. Members will gain valuable experiential education throughout the program, and will have the opportunity to build close relationships with conservation field experts. He/she will also gain skills in the areas of leadership, organization, and decision-making, serve 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 serving at their site immediately after the program starts and participate in program activities Monday through Friday. The program will involve all weekdays (with schedules ranging between 7am-5pm) with possible weekends, evenings and/or camping. Members may have extensive camping requirements throughout the program depending on the 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 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:

Maui – Haleakala National Park (2)  
Midway Atoll – US Fish & Wildlife Service (1) - Pending  
Hawai'i Island – The Nature Conservancy Ka'u (1)

#### BENEFITS:

- Living Allowance\*
  - All other sites not listed below – Up to \$1600.00 per month
  - Haleakala National Park – Up to \$2387.20 per month
- A \$5,920 Education Award- through Kupu's largest supporter, [AmeriCorps](#)
- Opportunity to gain extensive knowledge about a single/handful of host sites (as members serve with one agency for the duration of the program)
- An extremely in-depth learning experience and further awareness of specific environmental issues
- Opportunity to serve 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 Conservation Leadership members
- Valuable career 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 served.*

#### PROGRAM DATES:

January 2019 – November 2019 or February 2019 – December 2019 (approximately 11 months). Exact start and end dates TBD. Completed applications will be sent to host site up to December 20, 2018.

#### APPLICANT REQUIREMENTS:

- **Age** - Applicants must be at least 17 years of age by the start date of the service term (due to AmeriCorps regulations).
- **Diploma** – Applicants must have a high school diploma or equivalent.
- **Citizenship** - Applicants must be one of the following: a US Citizen, US National, or Lawful Permanent Resident Alien (due to AmeriCorps regulations).
- **Criminal History Check** – Applicants are subject to a criminal history check.
- **Housing/Transportation** - Applicants must have their own personal housing and transportation arrangements on-island.
- **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 serve 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 serve and camp in remote locations with minimal facilities
  - e. Able to serve closely, interact according to Kupu's core values and expectations, and camp with agency field crews for consecutive days and weeks
- **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](http://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 **December 20, 2018**

#### GUIDELINES FOR References:

- All 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. References should not include immediate family members or close friends.
- 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](mailto:conservation@kupuhawaii.org) should you have additional questions.

**This program is made possible due to the support of the following funders:**

