2022-2023 Conservation Leadership Development Program Member
SEASONAL (Minimum Time) POSITION DESCRIPTION

POSITION INFORMATION:
The Conservation Leadership Development Program (CLDP) has been developed for individuals who are looking for an intensive entry-level experience in preparation for a career in the conservation field. Members are selected to serve at a single host site 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*).

The Conservation Leadership Development program will be a 2-month term in which members serve side-by-side with professionals in the natural resource management field, gaining in-depth experience in varying conservation initiatives throughout the state and Pacific. Conservation initiatives and duties vary depending on the host site in which the member is placed at ranging from invasive species removal and native habitat restoration to outreach and education. Members will gain valuable professional experience within the natural resource management field as well as networking opportunities with leading conservation professionals. Most importantly, members will have the opportunity to serve and restore some of Hawaii’s most precious natural areas and resources.

While scheduling varies depending on the host site, CLDP members are expected to serve an average of 40 hours a week, typically Monday through Friday, in some cases requiring weekends and evenings. Some duties may require extensive camping throughout the program depending on the needs of the host site. Members are held to a high degree of personal and professional responsibility, and are expected to follow through on all program requirements.

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: Hawai’i Island, Kauaʻi, Maui, Molokaʻi, and Oʻahu. The number of positions and areas in which positions are available are subject to change. For a member to finish their term as scheduled, members will need to commit to 80 hours per pay period.

BENEFITS:
● Monthly Living Allowance*
  ● Minimum Time Term (40 hours/week for 2 months) - up to $1,616.00 a month (before taxes)
● Education Award through Kupu’s largest supporter, AmeriCorps
  ● Minimum Time Term - $1,374.60
● Opportunity to gain experience with leading conservation organizations and experts.
● The opportunity to protect Hawai’i’s natural resources and make a positive impact in your community.

*Living allowances are subject to taxes and are paid bi-weekly over the duration of the term. In the unlikely event that a position lasts less than the originally established duration of the term, living allowances will be prorated appropriately. Living allowances are awarded at the above stated amount and are not dependent on hours served.

PROGRAM DATES:

<table>
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<tr>
<th>2022 FALL START</th>
<th>2023 WINTER START</th>
<th>2023 SUMMER START (upon available positions)</th>
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<tr>
<td>October 24 – December 17, 2022</td>
<td>January 16 – March 11, 2023</td>
<td>June 5 – July 29, 2023</td>
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<td>*priority deadline June 17, 2022</td>
<td>*priority deadline October 13, 2022</td>
<td>*priority deadline April 7, 2023</td>
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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, or be working towards one.
- **Citizenship** - AmeriCorps regulations require that members fall under one of the following designations: US Citizen, US National, or Lawful Permanent Resident Alien
- **Criminal History Check** – Selected participants are offered a conditional acceptance and must meet AmeriCorps criminal history check requirements
- **Housing/Transportation** - Applicants must provide 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 a member to successfully perform the essential functions of relevant positions dependent upon host site requirements. Reasonable accommodations may be made to enable members with disabilities to perform the essential functions.
  - Able to serve extended hours on steep, rugged terrain; under extreme hot and cold weather condition
  - Able to hike long distances carrying a 20 lb backpack
  - Able to lift 30+ lbs, and operate basic hand tools (machetes, shovels, picks, etc)
  - Able to serve and camp in remote locations with minimal facilities
  - Must act in accordance with Kupu’s standards of conduct and core values
- **Prohibited Activities** – AmeriCorps members will not participate in any prohibited activities as defined in their Member Service Agreement, if selected.

HOW TO APPLY:

**Complete the Online Application**
The application can be filled out 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 **priority deadlines** listed above. Any applications received after the priority deadline will be accepted but shared with partner sites during the program’s next round of vetting procedure.

**GUIDELINES FOR REFERENCES:**

- All references should come from professional and/or education sources including but not limited to previous supervisors, co-workers, teachers, coaches, volunteer groups, etc., and must generally be able to speak into the qualities which make you a viable candidate for the position. References should not include personal acquaintances such as immediate family members or close friends.
- References should be able to speak to your personal and professional attributes

**COVID-19:**

- Programs will continue to run as scheduled while following CDC, Federal and State guidelines as our participants’ health and safety is our priority.

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