



California Conservation Corps  
Watershed Stewards Program in  
partnership with AmeriCorps



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## WSP Team Leader Position

(Based in Humboldt or San Luis Obispo County)

WSP is seeking four proactive individuals who are inspired to help the WSP Team manage a statewide program and are eager to gain skills in program management, community outreach, and leadership.

If you're interested in community outreach and collaborative environments, the WSP Team Leader (TL) position might be a good fit for you. WSP's Team Leaders serve at one of WSP's main offices, in either Eureka or San Luis Obispo and will mainly serve Monday – Thursday, on a 10-hours/day schedule. Each TL provides support and direction to WSP Corpsmembers in their district (about 10-12 Corpsmembers) and assists WSP staff with event and program coordination.

WSP's Team Leaders are integral members of the WSP team and are central to developing the Corpsmembers' experience. TLs are required to complete all the same WOW! & WAVE program requirements as Corpsmembers and receive a larger living stipend given their elevated role in the program. **Anyone can apply to be a WSP Team Leader, previous service with WSP is not required.**

The specific responsibilities will differ depending on individual assignments and the Team Leader's interests/strengths, but the main duties are highlighted in this document.

### Corpsmember/ Program Support: Ongoing

- Maintain regular communication with WSP Corpsmembers in a specified district. Assist them in navigating program requirements, and serve as an example for punctuality, organization, and professionalism
- Assist WSP staff in planning WSP trainings, events, and resources. Lead components of WSP trainings and team building activities if desired
- Assist with photo and video documentation at all WSP events
- Develop outreach materials for WSP (videos, posters, maps, websites, social media, newsletters, informational presentations, etc.)



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- Assess program feedback and evaluation data, develop visual aids, and present findings

### Volunteer Recruitment Coordination and Support: February - July

- Attend and support all Watershed Awareness Volunteer Events (WAVES) within a specific district. This includes driving to WAVES in a state vehicle, transporting necessary tools, and assisting Corpsmembers as needed. **\*These events often occur on weekends and may require overnight travel. WSP will provide transportation and reimbursement for meals and lodging.**
- Support Corpsmembers in WAVE development, including reviewing their proposal and media submissions, providing written feedback, tracking Corpsmembers required paperwork, and general check-in prior to the event
- Each Team Leader will also organize their own WAVE and recruit a minimum of 25 community volunteers for their WAVE with the assistance of their Program Coordinator

### Wonders of Watersheds (WOW!) Education Coordination and Support: January - May

- Teach at least five 50-80-minute WOW! lessons in a 2 – 5 grade classroom
- Develop or maintain WSP's educational materials and ensure other Corpsmembers have access to the teaching resources needed
- Use Excel to collate WOW! data from district's Corpsmembers
- Optional WOW! Activities:
  - Create and field-test new WOW! curriculum
  - Conduct environmental lessons for CCC Corpsmembers aged 18-25
  - Assist and support Corpsmembers in WOW! curriculum implementation and classroom management, as requested

### Outreach Coordination and Support

- Host monthly District Check-in Calls via Zoom to allow Corpsmembers the chance to meet up and compare service terms. Calls are optional for Corpsmembers



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- Hone professional writing skills by maintaining program procedures, handbooks, and worksheets
  - Assist staff with Corpsmember interviews and Placement Site selection for upcoming program year
  - Collect, edit and organize Corpsmembers' submissions for various program-wide outreach efforts (social media, Tributary Tribune, Meet WSP, YouTube, etc.)
  - Assist Corpsmembers in finding volunteer opportunities for National Service Day.

### **Preferred Skills and Qualities for Team Leaders**

- Follows written and verbal instructions
- Self-motivated, enjoys working independently and collaboratively
- Empathetic & compassionate, enjoys communicating and supporting others
- Detail-oriented and able to keep accurate and up-to-date records
- Curious and proactive