

AFHA AmeriCorps 2018 / 2019 Positions Available

May 2018

Please read through the general recruiting information first for information about our program. Then, submit your application and email a cover letter to apply. You will get the chance to select the specific position(s) you are interested in during the recruitment/interview process – use this list to see the position options.

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Conservation Positions – Environmental Stewardship

Conservation positions are all full-time positions with agency or non-profit sites. Most will expect a conservation related degree or experience. Many positions include both field work and outreach, though the proportion of each and actual activities will differ. Even strongly field-based positions will be mostly office work during the winter. All positions will include some volunteer management.

Canaan Valley National Wildlife Refuge - Davis WV

(2 Positions)

Supervisor, Dawn Washington

Serve a year in an ecosystem called “Little Canada.” Canaan Valley National Wildlife Refuge is looking for 2 members to serve in a lush deciduous rainforest in the highlands of W.V. These positions focus on wildlife with a wide variety of biological studies duties including monitoring of bats, vernal pools, beaver dams, water quality, threatened and endangered native species, and non-native invasive plant species. Monitoring includes field surveys and the GIS and data duties related to these studies. Members help organize and participate in tree planting and public lands improvement projects. In addition, members conduct outreach events, manage volunteers, help with visitor services, events and school group activities, and provide interpretive walks about the Refuge. Conservation degree with some field work experience expected. Love where you live and join our team in Canaan Valley, WV!

Trout Unlimited - Thomas, WV

Supervisor, Dustin Wichterman

Help raise awareness and protect streams! The Trout Unlimited AFHA AmeriCorps position known as the West Virginia Restoration and Monitoring Organizer will focus on promoting awareness of restoration activities available to TU grassroots through presentations to local TU chapters, TU council, partners, and media. Brook trout habitat and clean water restoration projects are the major goals in this full year position with Trout Unlimited. This member will engage people in organized field trips including providing water quality survey and tree planting activities and temperature and water quality tests. The purpose of the position is to promote regional awareness of conservation activities and to engage volunteers in conservation projects that restore in-stream and riparian habitat in the Potomac and Greenbrier River headwaters. Volunteer management is also a large portion of this position, as well as education and outreach, in person and through blogs and social media. Imagine yourself taking volunteers out to beautiful creeks and teaching them about trout habitat and plant trees (many, many trees), then join us at AFHA AmeriCorps!

WV Division of Forestry, Forestry Aide - Buckhannon, WV

Supervisor, Travis Miller

Help improve West Virginia State Forests while learning forestry skills and increasing public engagement. The AFHA AmeriCorps Forestry Aide will help improve forest health and increase monitoring and management activities on WV State Forests across the AFHA region. Activities will focus on direct fieldwork including non-native invasive species control and forestry fieldwork to improve and manage state forests. The member will also assist with raising public awareness and interpretation about state forests and forestry issues, including developing signs and brochures, and with engaging volunteers in forest improvement projects. The position will be based in Buckhannon, West Virginia, with extensive field work across the area. A forestry, conservation, or natural resources background is desirable. This position will give the member the opportunity to learn and gain experience in forest management.

WV Division of Forestry, Outreach Aide - Buckhannon, WV

Supervisor, Linda Carnell

Interact with the public to spread education and awareness about our State Forests and the importance of natural resources. The AFHA AmeriCorps Outreach Aide will help run outreach and education programs through the West Virginia Division of Forestry. Activities will include developing and presenting curriculums based on forest management and natural resources, and engaging with volunteers to increase our presence at events throughout the AFHA area. The member will also assist with social media and website updates to better inform the public of upcoming activities. The position will be based in Buckhannon, West Virginia, with extensive travel across the area. A forestry, conservation, or natural resources background is desirable. This position will give the member the opportunity to learn and gain experience in public outreach and environmental education.

U.S. Fish & Wildlife Service WV Field Office, Endangered Species Outreach - Elkins, WV

Supervisor, Barb Douglas

Support the development and growth of environmental education in our region with the US Fish & Wildlife Service WV Field Office. This position will assist the Endangered Species Program with education and outreach events, and other habitat conservation activities. Our organization believes that taking the time to introduce both children and adults to nature, and to educate them about the wonders of the environment they live in, allows them to develop a sense of place and an understanding of the natural world that will continue to teach and inspire them for a lifetime. Duties include planning and implementing events, partnerships and collaboration, newsletters, blogs, social media, speaking at schools, and ...did we mention events? Other duties may include some hands on river clean ups, non-native invasive species control, and field monitoring. Educational programming will focus on threatened and endangered species of WV and non-native invasive species. This includes a wide array of species, such as our charismatic cave-dwelling bats, surprisingly-fascinating freshwater mussels, crayfish, salamanders, plants, and more! Other projects and tasks may be included, depending on the specific interests of the AmeriCorps member. This member will be encouraged to work with other agencies and organizations (such as the Forest Service, Refuges, local schools, etc.) to develop projects. Opportunities for professional development and networking are also encouraged and supported. Our office prides itself on creating a fun, safe work environment and we are always happy to accept new talent. We are looking for a creative, self-motivated individual who is comfortable speaking with the public and working with volunteers.

U.S. Fish & Wildlife Service WV Field Office, Partners for Fish & Wildlife, - Elkins, WV

Supervisor, Nick Millett

Improve habitats for public lands and with private land partners. The program assistant position will assist the U.S. Fish & Wildlife Service Partners for Fish and Wildlife Program by managing PFW volunteers in a variety of education and outreach events and also conducting habitat conservation activities in the field. We are seeking an individual that understands the big picture. A major project will be to photograph restoration projects throughout, from beginning to end, and monitor previous areas. Duties include fieldwork and fencing projects, river clean ups, outreach and education through events, social media, and website, and non-native invasive species control. If you like the long term view, this position is for you!

Potomac Highlands Biological and Environmental Technology - Moorefield, WV

Supervisor, Amo Oliverio

Eastern WV Community and Technical College has started a new and exciting program called Biological and Environmental Technology (B.E.T.). As the BET Projects Coordinator, you will be on the frontlines to bring environmental stewardship to the region through educational and interpretive programs, native tree plantings, green technology improvements, biochar initiatives, watershed improvements, and more alongside of Eastern's faculty, B.E.T. students and community volunteers.

Monongahela National Forest, North Zone Recreation - Petersburg and Seneca Rocks, WV

Supervisor, Alex Schlueter

Spend a year on the Mon! The North Zone of the Monongahela National Forest seeks a hardworking, creative candidate to assist in recruiting and organizing volunteers, to teach local children lifelong skills related to natural resources, and to present interpretive programs to visitors of all ages. The experience will frequently bring you out of the office and into local classrooms, on the trails, or to the wonderful Seneca Rocks Discovery Center. This visitor center is one of many attractions the northern half of the Monongahela has to offer including Spruce Knob (the highest point in WV), the rock climbing destination known as Seneca Rocks, five Wildernesses, and many more. The Mountain State is calling you. See what it has to offer!

Monongahela National Forest, Bartow Watershed - Bartow, WV

Supervisor, Chad Landress

Do you love to teach the public of the beauty and importance of brook trout, macroinvertebrates, and watershed restoration? Come serve a year with the Monongahela National Forest Watershed team, focusing on outreach and education, with opportunities to be involved with habitat restoration and stream monitoring. A large component of this position will be building upon an established snorkel outreach program to engage youth with stream ecology, fisheries, and watershed health. Additional education and outreach activities will be abundant and include working with school groups, Forest Service events, envirothons, and other public presentations. Planning and orchestrating these events is a critical component of a successful candidate and opportunities to develop social media and manage volunteers are plentiful.

Restoration and monitoring projects to which the member will be exposed, and potentially involved in, include stream habitat restoration, riparian tree planting, aquatic organism passage improvement (culvert replacement) and road decommissioning to restore watershed hydrology, as well as various monitoring and research activities. Data entry and GIS mapping are also likely components of the position.

Based in rural Bartow, WV, this position is looking for a self-starting individual with a watershed, fisheries, or conservation degree, willing to get involved in the community and restore the landscape at the same time. Low-cost housing may be available.

Monongahela National Forest, Marlinton Restoration - Marlinton, WV

Supervisor, Amy Coleman

Do you want to help restore ecosystems throughout the central Appalachians? Do you want to teach youth about important forest conservation issues? Then this position is for you! The Monongahela National Forest is looking for a motivated AmeriCorps member to collaborate with a variety of partners on landscape-level ecosystem restoration projects including the newly formed Rivers and Gorges Cooperative Weed and Pest Management Area. This position will serve in support of the Monongahela National Forest's Ecology and Botany Program with an emphasis on native plant material development, red spruce planting, non-native invasive species control, and education and outreach events.

The ideal candidate for this position would have a knowledge of West Virginia flora, experience with GPS/GIS, and the ability to work outside in a variety of weather conditions for extended periods of time.

Monongahela National Forest, Marlinton Community Outreach & Partnerships - Marlinton, WV

Supervisor, Seth Halman

This dynamic position will focus heavily on volunteer outreach and community partnerships. Currently the Marlinton Ranger District is participating in an exciting effort to build new partnerships within and around Marlinton through recreation, and this position will play an instrumental part in this. While most of these partnerships will be recreation focused, there may be opportunities to explore other focus areas. Mountain biking, hiking, and fishing are just a few of the popular recreational activities in the area. The member will also help develop visitor information such as kiosks and interpretive displays while engaging the public through events and volunteer work day opportunities. The best candidate will have experience with GPS/GIS, outreach experience, data entry, and a general knowledge of natural resources. The member should be willing to work together in small team and live in a small rural community. Low-cost housing may be available. If you have a passion for outdoor recreation and developing partnerships with a recreation focus, this position is for you!

Monongahela National Forest, EcoPartnerships - Elkins WV

Supervisor: Julie Fosbender

The EcoPartnerships position with the Monongahela National Forest is all about people. The MNF is looking for a self starting individual ready to serve a year collaborating with partners on large scale ecosystem projects. This position includes partnership maintenance specifically for non-native species and red spruce restoration in the highlands of W.V. Other duties included are some GIS mapping, volunteer management for events, and lots of education and outreach including engaging young citizen scientists. Are you comfortable communicating with many organizations? Are you ready to go, go, go? This position is for you!

Monongahela National Forest, Centennial Celebration - Elkins WV

Supervisor, Julie Fosbender

Help plan the Centennial Celebration for 100 years of the Monongahela National Forest. This member will work closely with the Monongahela National Forest Public Affairs and Heritage staff to develop plans for a forest-wide celebration in 2020. Activities could include collecting and cataloging images and stories for exhibits, web pages, etc; creating forest web pages about the history of Monongahela; creating an official Monongahela National Forest Facebook page, researching, designing and fabricating Monongahela 100 traveling exhibits for public spaces around the forest and state (libraries, county commission offices, visitor centers, CVBs, etc.); organizing partner and volunteer events -- like "Pull 100 bags of garlic mustard for the Mon Forest's 100!" or other restoration activities on National Forest land; and developing and leading conservation education and school programs about restoration and the wise use of natural resources that use the Monongahela as an example. The member's efforts would result in increased public awareness, engagement, and volunteerism, and contribute to building relationships and partnerships. Help us celebrate the Mon Forest's 100!

Community Positions – Community Investment

Community and cultural heritage positions are assignments with agencies or non-profits. Members are generally full time, although some positions combine service with two different organizations (these are listed at the end). Categories of positions are fluid, with some fitting multiple categories. *Community development* positions may be with Main Street or similar community development organizations. *Cultural tourism and arts networking* positions may focus on artisan networking, heritage tourism, or cultural events. Heritage positions include archaeology positions, and museums and collections projects. All positions will include some volunteer management, and some positions involve weekend commitments. While program relevant degrees are sought for many of the positions, for others, good communication skills and good attitude are more important than your type of degree.

Community Development

Elkins Main Street – Elkins

Supervisor, Executive Director

Help Elkins Main Street in their mission “to grow the vibrant downtown experience and environment” to benefit the Elkins community. Program activities are aligned with the National Main Street Center’s 4-point approach focusing on Design, Economic Vitality, Organization, and Promotion. Main Street works with downtown businesses and volunteers to promote downtown Elkins as a destination for visitors and local residents by hosting events and sponsoring projects that engage the community, improve downtown appearance, and support economic development to foster sustainable growth and vitality. The AmeriCorps member serving Elkins Main Street provides assistance in all areas. Emphasis is on outreach to the community, including written communication and personal engagement; volunteer recruitment and management; updates to the Website www.downtownelkins.com and postings on the Facebook page www.Facebook.com/ElkinsMainStreet, including promotions and photos taken at events and activities. Member will assist with events and with downtown improvement projects. This will give great experience for professional development in communications or community development fields.

Computer and social media skills needed, communication and people skills are essential, leadership experience will be helpful.

PRO ON TRAC – Parsons, WV

Supervisor - Cynthia Kolsun

If you would like to help make a difference in a small, rural city in the mountains and work with friendly people who love their community, this is a great position. Some duties include: working with uplifting the community both physically and culturally, researching grants, helping with events, and carrying out projects and services in the areas of community heritage, arts, recreation, community development, and historic preservation. A creative, innovative, committed person will be welcomed to this position.

Cultural Tourism and Arts Networking

Mountain Arts District – Elkins

Supervisor, Josie Cuda

Join a team of volunteers working to promote the arts as a regional, economic driver for tourism while improving the cultural life of local residents. Mountain Arts District (MAD) is laying the groundwork for increased focus on the arts to transform the district into an arts destination. Creating the infrastructure for this to happen involves an online directory of artists, art venues and a calendar of art events throughout a five county area. MAD also educates and gives the public artistic experiences, and creates an artistic environment through public art. In addition, the MAD team coordinates an entrepreneur class each year for artists. The AmeriCorps member will manage the website and social media, while helping volunteers with all of these projects.

Elkins Depot Welcome Center - Elkins, WV

Supervisor, Anne Beardslee

The Elkins Depot Welcome Center educates visitors and community members in regards to cultural heritage and community development through use of heritage tourism, offering hospitality and promoting local businesses and attractions. Opening in 2006 and located in the restored historic Western Maryland Railway Depot, the Welcome Center serves over 43,000 visitors to the Elkins area each year by providing local and regional information. Position will improve heritage interpretation and tourism, build a stronger organization through recruitment and coordination of volunteers and enhance community development through tourism activities. Through social media, events and web presence the goal is to increase the number of people that learn about and visit the Welcome Center and Randolph County throughout the year and enhance the service visitors receive. Member will become an integral part of the Center, will make suggestions for changes and participate in all major Center activities and day-to-day operation of the facility.

Member duties will include:

- More comprehensive tourism services and cultural heritage tourism development
- Expanded distribution of heritage tourism information, including greeting and assisting visitors
- Social media development and promotion
- Training and management of volunteers with expansion of volunteer program
- Assist with events including Ramps and Rail Festival and Summer Concert Series

Potomac Highlands Regional Food and Culture Coordinator - Wardensville/Moorefield, WV

Potomac Highland Regional Outdoor and Conservation Coordinator - Wardensville/Moorefield, WV

Supervisor, Tina Metzer

2 positions

These two positions will continue the exciting work of previous AmeriCorps members and a regional consortium in developing tourism and economic opportunity in the beautiful Potomac Highlands region of West Virginia. The positions will work closely together to coordinate regional tourism development efforts across counties the Potomac Highlands of West Virginia (Hardy, Hampshire, Mineral, Tucker, Grant, Pendleton, Randolph & Pocahontas counties), serving with Eastern WV Community and Technical College and its Institute for Rural Entrepreneurship and Economic Development (IREED), while partnering with WVU Extension, Eastern programs, County Convention and Visitors Bureau, and existing organizations. While recognizing the uniqueness of each county, they will work with volunteers to focus on tourism as a regional collaborative effort, identifying existing and potential assets, creating entrepreneurial opportunities, and marketing the "Potomac Highlands Region."

The Regional Food and Culture Coordinator member will help develop opportunities for visitors to enjoy the Potomac Highlands as it relates to Appalachian cultural heritage with an emphasis on agriculture, agri-tourism, and local food and beverage. The position will recognize the role of agriculture and local heritage through an oral history project to gain more understanding of the past and future of agriculture in the Potomac Highlands. The member will research and identify existing and potential heritage, local foods, and agribusiness sites and assets, create activity trails connecting similar sites for tourism opportunities, assist with agri-tourism workshops and site development, and assist with tourism strategic planning and marketing.

The Regional Outdoor and Conservation Coordinator will work with other Potomac Highlands AmeriCorps members, the regional Consortium and Tourism Council, and local partners, to develop opportunities for visitors to enjoy the Potomac Highlands as it relates to outdoor recreation, conservation, and ecotourism opportunities. The outdoor and conservation component will work with current regional plans by specifically expanding the regional outlook for natural, cultural, and conservation tourism. Projects include facilitating and expanding the "Outdoor Challenge" and developing Ecotourism and Outdoor Trails networking. May include some trail development or clean-up activities.

These members will have the opportunity to learn about the tourism industry, and how to develop and enhance tourism product experiences for visitors. Candidate should be well organized and have strong interpersonal and communication skills. Must have own transportation for substantial regional travel; expect some weekend duties.

AFHA Tourism Position, Elkins

Supervisor: Phyllis Baxter

Serve directly with AFHA to develop story map thematic tour products using ESRI Story Maps platform. Each tour being implemented involves identifying sites to include that are related to the theme, coordinating with each site to develop and confirm site information and images, then map and post the information using Story Maps. See appalachianforest.us/visit for a pilot example of this product. Work with tourism sites to gather their information and engage them as active partners in AFHA. Help improve our tourism information including website content upgrades, and brochure information for use in the Appalachian Forest Discovery Center. Working with the AFHA Museum member, improve AFHA volunteer management, visitor services and exhibit development, long-term planning, outreach and communications including social media and e-newsletter.

Tech skills including GIS familiarity and graphic design would be helpful, with willingness to learn to use the Story Map software. This member must be interested in talking with people, including likely site visits around the area.

ArtSpring - Thomas, WV

FILLED by returning member

Help celebrate the arts with ArtSpring , cultivating and promoting Tucker County arts and artists through an annual festival and growing year-round program. The ArtSpring AmeriCorps Member will serve as Engagement & Outreach Coordinator, helping us to reach the targets of our mission at all levels: serving artist populations and the public good, reaching underserved communities, improving our organizational communications, refining and coordinating our marketing efforts, and partnering with organizations in the region. In return for Member service in addressing such developments, we offer a willing Board, a welcoming community, and a rewarding experience in arts leadership in Tucker County. Such is our training ground for a bright young person looking for professional growth and meaningful service.

Heritage – Archaeology

Monongahela National Forest, Heritage & Recreation Associate - Elkins WV

Supervisor, Gavin Hale

This position has it all! The Monongahela National Forest is looking for an individual willing and able to complete projects in heritage, archaeology, and recreation focusing on the Greenbrier Ranger District. Projects may include historic preservation projects, archaeology, and interpretation creating signs and leading interpretive programs. Other duties include GPS/GIS, volunteer management and event planning. The position will also help improve recreational opportunities through cultural tourism, plus volunteer management including fieldwork days, youth engagement, and training volunteers to lead guided hikes.

The best candidate for this position would have experience with GPS/GIS, understanding of interpretive programming, and a general knowledge of natural and historic resources. Since this position is supervised by the Heritage Program Manager, it will be based in Elkins, WV with travel to Bartow, WV for projects. Serve outside, serve with community members, serve completing heritage projects in the mountains of W.V.!

Monongahela National Forest, Heritage Associate - Elkins, WV

Supervisor, Gavin Hale

Budding archaeologists, we want you! Serve a year with the Heritage Program Manager at the Monongahela National Forest! MNF Heritage Program is looking for a hardworking, self starting individual ready to dive into a multi-faceted position. Duties include archaeological assessments and field work, historic preservation projects, GIS updates, collections management, and tribal relationships. This position includes training and experience in everything you can imagine!

Anthropology or archaeology background preferred. The member will use archaeological tools, maps, computers, office equipment, cameras, and GIS applications and will have the opportunity to learn multiple aspects of the Heritage Program responsibilities. The work includes hiking 1 to 3 miles to site locations in rough, uneven terrain, standing, bending, carrying, and lifting, and working outside in a variety of weather conditions.

Heritage - Museums & Collections

Upshur County Historical Society – Buckhannon, WV

The Upshur County Historical Society was organized in 1926 and has been very active since 1983 perpetuating local and county history. They have three facilities, the History Center Museum, Document Repository, and the historic French Creek Presbyterian Church Building and fulfill their mission through preserving, publishing, programming, and providing a county research center and museum. They care for an artifact collection of approximately fifty thousand [catalogued and waiting to be processed] documents, photographs, and three dimensional artifacts, which are used continuously for research, exhibits, publications, and information sourcing for various projects, and for members and the general public research needs.

The major projects will be to work with established digital/electronic systems for collections management cataloging and processing artifacts into PastPerfect. Member will work with UCHS research files and original sources to compile content for the Upshur County Digital Encyclopedia project, and will assist with gathering data to be included on the digital Upshur County Historic Sites map. Member will be responsible for targeted posting of data and resources from the society's projects onto social media avenues (Facebook and others), public outreach, journal research and writing, assisting with exhibit research and development, and assisting researchers who wish to access the archive. The AmeriCorps member for this position will need outstanding computer skills (preferably PastPerfect, social media, and data processing skills). Low cost shared housing opportunity might be available in Buckhannon.

Arthurdale Heritage - Arthurdale, WV

Supervisor, Darlene Bolyard

2 positions

Help us preserve the legacy of Arthurdale, America's first New Deal Community and Eleanor Roosevelt's "little village"! We are looking for two self-motivated, outgoing, flexible team members who want to help improve our community and organization. Both members will experience the full range of museum operations, provide visitor services and give museum tours. One position will focus on museum development, outreach, events, and oral history. The other position will focus on collections management and programming related to Arthurdale craft traditions. We provide free housing (including utilities) for our full time AmeriCorps members. In return, we ask that you help us preserve, promote, and enhance our historic non-profit. Arthurdale Heritage is located about 20 miles from Morgantown, which is a progressive small city and the home of West Virginia University.

West Virginia Railroad Museum - Elkins, WV

Supervisor, Ed Griesel

Create a whole museum display for rail enthusiasts! Each year the West Virginia Railroad Museum rotates a new exhibit in the restored Darden Mill adjacent to the previous Western Maryland Railway yards in Elkins, WV. This member will serve with museum volunteers in creating and implementing the 2019 exhibit. Member also has primary responsibility for museum operations during tourist season, including managing volunteer docents. The position provides promotion and outreach to raise awareness of railroad heritage, and organization support and capacity building.

Exhibit design experience and skill or willingness to learn graphic design (InDesign preferred) will be needed. Background or interest in railroads and rail history highly desirable. Substantial weekend duties for tourist season.

Beverly Heritage Center, Outreach and Programming positions - Beverly, WV

Supervisor, Darryl DeGripp

1 ½ positions

Experience the full range of historic site operations at the Beverly Heritage Center. This museum and visitor center located 6 miles from Elkins in the small town of Beverly, the original county seat of Randolph County, combines four historic buildings, and interprets regional, local, and Civil War heritage. These members will serve in a small team with one staff member and dedicated volunteers. Specific assignments for each position can be adjusted depending on member interest.

Museum activities will include collections management, exhibit improvements, visitor services, and special events with occasional living history and period dress opportunities. Both members will assist with volunteer management, capacity building, and will participate as active members of the organization.

Full-time Outreach member will serve closely with the promotion committee on event planning and implementation, including volunteer management for events, and taking significant responsibility for social media, e-newsletters, press releases and other promotion of events and the museum.

Half-time Programming member will help develop new and expanded museum and event programming, including school programs, tours, workshops, and visitor engagement activities. This position may be paired with Randolph County Museum position.

Operating partner Rich Mountain Battlefield Foundation manages the nearby Civil War battlefield site and interprets regional Civil War history. One member will assist RMBF with battlefield preservation and Civil War interpretation, including upgrading of the permanent Civil War exhibit currently underway.

Operating partner Historic Beverly Preservation and Beverly ON TRAC work throughout the community on heritage tourism and redevelopment projects. One member will assist with community committees including design, historic preservation planning and outreach, and community engagement for economic vitality.

While a public history or museum studies background is helpful, skills in communication, marketing, interpretation, or community engagement could be equally important. Will have significant weekend service.

Greenbrier Historical Society – Lewisburg, WV

Supervisor, Annie McMillion

Join the professional team with the Greenbrier Historical Society and their North House Museum, which houses extensive collections and archives of county history. Gain experience in museum operations including interpretation and exhibits, visitor services and giving tours, collections management, and promotion. Projects this year will include:

- North House Museum collections management and exhibit design, and facilitate volunteer services related to museum collections;
- Update current educational programming and design future educational programming relating to North House Museum exhibits, including providing guidance to volunteers assisting in educational initiatives;
- Assist with visitor services at the North House Museum, including interpretive tours and special events; facilitate volunteer services related to visitor services;
- Assist with communication services: website, Facebook, brochures

Museum studies or local history interest are recommended for this position, plus familiarity with or willing to learn Past Perfect Museum software. The position will give an overview of museum management, help the member gain experience in areas that interest them, and allow them to develop a portfolio with examples of their work.

Appalachian Forest Heritage Area Museum Position, (3/4 time), C-HOPE (1/4 time), Elkins, WV

Supervisor, Phyllis Baxter

Tell the story of the history or culture in the AFHA by developing your own exhibit in the Appalachian Forest Discovery Center. Located in the Darden Mill in Elkins, this museum first opened in May 2014, featuring a permanent exhibit about AFHA themes, and a different rotating exhibit each year. This member will develop the 2018 seasonal exhibit, from selecting the actual topic within our History or Culture themes, through research, writing, finding images and display materials, designing, and constructing the exhibit. Graphic design skills are helpful, but if that is not your strength we can bring in design help. The important part is telling the story in an interesting and compelling way.

The member will also be responsible for museum visitor services duties through the tourist season, as well as other AFHA interpretation or programming projects. Working with the AFHA Tourism member, improve AFHA volunteer management, help with organization planning, provide outreach to partner sites, and communications including social media and e-newsletter.

Applicants should have history, Appalachian culture, interpretation, and/or museum studies background, with graphic design (In Design) skill helpful but not required. Will include substantial weekend days during the tourist season.

C-HOPE (Citizens for Historical Opportunity, Preservation and Education) (1/4 time)

Supervisors, Phyllis Baxter & Deb Farrell

C-HOPE is the non-profit preservation organization which owns and manages the historic Darden Mill where the Appalachian Forest Discovery Center is located. Member will assist with preservation planning for maintenance and improvement of the historic building, with preservation education and awareness, and volunteer management and capacity building for the organization. Helpful for member to have historic preservation background or interest.

Half-time positions to be shared –

The following heritage and community development positions are ½ time with a specific organization, but will be combined with 2 organizations together to make up one full member position. In special cases, to fit the needs of the candidate, a half time position can be considered with just one of these organizations.

4-H Camp Pioneer - Beverly, WV (½ time or full time)

With a mixture of community and heritage development activities, this position has it all. Spend your days at scenic 4-H Camp Pioneer in Beverly, WV, where we strive to “Make the Best Better.” This position will be responsible for planning, development, and implementation of the extension of an existing half-mile graveled walking trail. Miles of trail extension are possible in both open and wooded areas. In addition to growing and sustaining our trail system, the position will also work to create a museum exhibit area on the grounds of 4-H Camp Pioneer. 4-H camping has a rich history in Randolph County, as the first 4-H camp in the world was held here in 1915. The AmeriCorps member will work to preserve historical documents related to 4-H camping, 4-H club work, other programs related to the 4-H program, and about the Camp facilities. This may also include collecting memorabilia and oral histories as well as planning heritage exhibits for display. Experience or interest in learning collections management will be important for this position. This may be a ½ time position shared with another site, or possibly full-time.

The Mountain State Forest Festival - Elkins WV (½ time or full time)

This member will work with West Virginia’s largest festival to feature the history of the festival and its connection to the forest. The member will support the Festival’s archives and collection work, to document, digitize and archive the collections of the organization, and to plan for a retrospective Forest Festival event to commemorate the 100th anniversary of the Monongahela National Forest in conjunction with that organization. The member will help build strong partnerships with strategic partners and help improve management of the Forest Festival’s volunteer base. Experience or interest in learning collections management will be important for this position. This may be a ½ time position shared with another site, or possibly full-time.

Randolph County Museum - Beverly WV (1/2 time)

Supervisor, Carolyn Channell

For Randolph County Museum, collections management will be the primary focus. The Randolph County Museum is an artifact- rich county history museum located in a historic building in Beverly, and operated by the Randolph County Historical Society. The museum has a wealth of artifacts, and the Society badly needs help in updating the registration and care of items, as well as with exhibit updates. The Society also is working to increase membership and programming and member will help with capacity building, communications including newsletters and website, and will assist summer visitors at the museum, including substantial weekend hours during the season.

Museum studies or collection experience needed, familiarity with or interested in learning Past Perfect collections software.

Woodlands Development Group, Tucker County - Thomas WV (1/2 time)

Supervisor, Emily Wilson-Hauger

This member will help facilitate the community growth of Thomas, one of West Virginia’s most outstanding small arts communities, and neighboring town of Davis. Activities will include supporting community-driven beautification, planning, marketing, and redevelopment efforts. The member will coordinate and manage community volunteers, improve communications and community outreach, assist with long-range planning, and help implement community projects.

This position will provide valuable experience in a wide range of rural planning, community development, and cultural tourism activities, in an outstandingly beautiful and welcoming community. A dynamic individual, self-directed, with excellent communication skills will thrive in this position. For a combined position focusing on cultural based community development, this position will probably be paired with Tucker County Cultural District Authority.

Tucker County Cultural District Authority - Parsons, WV (1/2 time)

Supervisor, Robert Burns

With the Tucker County Cultural District Authority, the only County Cultural District Authority east of the Mississippi, the member will help support preservation of the county historical, cultural, and recreation assets, while developing visitor and local appreciation of those assets. Projects will include promotion of a grants and branding program, the finalization of a sister website for the Tucker County Historical Society, finish the completion of historic tours on the Clio Application, and coordinate with working groups with other organizations. Likely paired with Woodlands Tucker County position (above), or could be a ½ year position spring and summer.

Elkins Historic Landmarks Commission - Elkins, WV (1/2 time)

Supervisor, Priscilla Gay

Help with historic preservation development and awareness with the Elkins Historic Landmarks Commission, the Commission of the City of Elkins responsible for historic preservation. EHLC manages the historic Darden House Complex and Preservation Resource Library. The member will provide support for the Preservation Resource Library, management of historic Darden House complex and collections, and with utilizing historic preservation towards community revitalization and development through heritage tourism. Member will support capacity building volunteer management for the all-volunteer commission. Member service will result in improved access to and awareness of historic preservation resources and in the documentation and development of historic resources.

Background in historic preservation with understanding of preservation principles, standards, and programs, as well as strong communication skills, will be important for this position. For a position focusing on historic preservation and redevelopment, this position will probably be paired with Woodlands Barbour Co position (below)

Woodlands Development Group – Barbour County - Elkins & Philippi, WV (1/2 time)

Supervisor, Dustin Smith

Through a partnership between Woodlands Development Group and Barbour County Development Authority, this position focuses on downtown redevelopment in distressed Barbour County communities (Belington and Philippi). Serve on the ground floor of historic preservation, helping with redevelopment of downtown structures with emphasis on historic buildings, including planning, pre-development, and assisting with rehabilitation projects. The member will support project management for preservation and housing projects, and for other community priorities such as walking trail and public arts projects. Position will include project management, communications and outreach, and possibly hands-on assistance with some projects. This position will probably be paired with Elkins Historic Landmarks Commission (above) or could be a ½ year position spring & summer.

This position will involve some travel between the rural communities and ability to stay organized and work independently.

AFHA Hands On Team

Supervisor, AFHA Program Associate

4 positions

Team Members 3 positions -- Hands-On Team (HOT) members work as a team on a variety historic preservation community buildings and outdoor conservation projects doing primarily hands-on work. Tasks may include window repair, structural stabilization, reconstructing porches or other parts of structures, interior repair, painting, plaster repair, timber wall straightening and repair, site prep and cleanup, as well as archaeological excavation, site protection, trail building or landscape projects. Hands-on team members may also take on historic preservation planning, such as preparing reports on historic structures, needs assessments, or assisting building owners with reuse plans, or a heritage or interpretive project, depending on your interest and the tasks needed.

Experience or familiarity with construction and hand tools is required; members will receive training in specific skills. For HOT projects, members will often be working side by side with an experienced contractor or trainer such as HistoriCorps, and can learn on the job. All HOT members will do both construction and conservation tasks.

Members should be prepared for physically difficult and sometimes tedious work, as well as unpleasant or dirty working conditions (with appropriate safety equipment). You should be able to lift and carry up to 50 pounds, be able to wear a face mask, and climb a step ladder. Although there may be some office work, this team will continue hands-on work through the winter on interior projects. The team is based in Elkins, with periodic travel including several days at a time away for some projects. Applicants must be comfortable in a team, and understand and follow all safety precautions.

Team Coordinator 1 position -- The Team Coordinator will serve with the team on all projects on site. Working with Supervisor, Team Coordinator will help communicate with sites, and help organize and schedule projects, making sure team has necessary tools and supplies for each project. Team Coordinator will coordinate with team to upload photos and reports to the google drive, and update Supervisor. Good communication is key and member will need to coordinate with supervisor and site representatives on projects i.e. weather, illnesses, contractor conflicts, scheduling issues, updating calendar, as well as serving on all projects.