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# MAINE CONSERVATION CORPS HOST SITE APPLICATION

## MAINE CONSERVATION CORPS ENVIRONMENTAL STEWARDS

Forward completed application  
and any supporting documentation to [deidrah.stanchfield@maine.gov](mailto:deidrah.stanchfield@maine.gov)

**DUE MONDAY, SEPTEMBER 23, 2019 FOR 1700 HOUR POSITIONS STARTING IN JANUARY**  
**DUE MONDAY, DECEMBER 9, 2019 FOR 900 HOUR POSITIONS STARTING IN MARCH**  
**DUE MONDAY, JANUARY 13, 2020 FOR 900 HOUR POSITIONS STARTING IN APRIL**  
**DUE MONDAY, MARCH 16, 2020 FOR 900 HOUR POSITIONS STARTING IN JUNE**

<b>Host Organization:</b>	Maine Board of Pesticides Control	<b>Date:</b>	01/06/2020
<b>Contact Name:</b>	John Pietroski	<b>Contact phone:</b>	287-7543
<b>Contact Address:</b>	90 Blossom Lane, Augusta ME 04333	<b>Contact e-mail:</b>	John.t.pietroski@maine.gov
<b>Website:</b>	<a href="http://www.thinkfirstspraylast.org">www.thinkfirstspraylast.org</a>		

*(If you are applying for more than one Environmental Steward (ES), please fill out a separate application for each.)*

Term in Hours	MCC Position Title	Initial Training Requirement	Start/End Dates	CASH Contribution Amount	# Positions Available
<input type="checkbox"/> 1700	Environmental Steward	1 week	1/6/2020-11/14/2020	\$15,500	10
<input type="checkbox"/> 900	Environmental Steward	1 week	3/9/2020-8/21/2020	\$11,000	Up to 20
<input checked="" type="checkbox"/> 900	Environmental Steward	1 week	4/20/2020-10/2/2020	\$11,000	Up to 20
<input type="checkbox"/> 900	Environmental Steward	1 week	6/1/2020-11/13/2020	\$11,000	Up to 20
There are 20 total 900 hour positions; please designate your preferred start and end date.					



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Please select the additional training options you would like your ES to receive						
<input type="checkbox"/>	1700 or 900	Chainsaw Safety Training (This is required for an ES to operate a chainsaw)	1 week, includes housing and meals.	TBD (April and June only)	\$0	N/A
<input type="checkbox"/>	1700 only	Wilderness First Responder Training	2 weeks, includes housing and meals	TBD (March)	\$500-\$700, dependent on contract	N/A
<input type="checkbox"/>	1700 only	Mental Health First Aid	1 Day	TBD (sometime in April)	\$0	N/A

Section	Housing	
1A	Host Sites that provide housing are more attractive to potential members, yielding a greater applicant pool. Can you provide housing? If so, please describe the accommodations.	No housing can be provided.

Section	Funding	
2A	Indicate here if the funding for the position is secure, or if your organization is waiting for notice of funding. Describe the funding source and/or circumstances if	The funding source is secure; money for this position comes directly from our budget.



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	<b>you are waiting for availability.</b>	
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Section	Host Site Needs and Position Description Components	
3A	<b>Provide a brief description of your organization, including type (State, Municipal, Non-Profit etc.)</b>	State entity responsible for the regulation of pesticides and certification of pesticide applicators.
3B	<b>In 2 or 3 sentences, summarize the scope of projects in which the member will be involved.</b>	An Americorp Steward would help with researching, reviewing and editing manuals utilized for applicator certification training. The applicant would also review exams associated with each manual. Staff have recognized the need to globally update our manuals and exams, this presents an opportunity to better incorporate IPM scenarios and philosophy into these important tools by which we educate applicators. The steward would be responsible for developing outreach materials that promote proper and prudent use of pesticides. The focus will be on implementing Integrated Pest Management (IPM) to potentially reduce pesticide reliance. The Maine community values the wild and pristine nature of Maine and we are one of the state entities that help maintain this status. This position is a combination of computer-based work, travel throughout the state, and interacting with the public.
3C	<b>Describe the need for this project. How was the need determined?</b>	New pesticide products, innovations with applications, developments with IPM and improvements in technology required the Board of Pesticides Control to provide manuals that meet these new challenges. The applicant will aid in developing new manuals and test questions. In addition, outreach to the public on the role of IPM and pesticide use is important, and we are currently limited by staff time. We are in need of educational staff that can quickly come up to speed and contribute their skills to our mission. This is a good opportunity for us to generate a body of educational materials that we can use in the future.
3D	<b>Describe the purpose of this position, including an overview</b>	This position would allow us to get IPM out and into the public dialogue. The applicant would be helping the public understand



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	<p><b>of the objectives and skills the member will develop</b></p>	<p>IPM and the many non-pesticide approaches involved with proper pest management. The applicant will be synthesizing scientific literature and policy to create engaging and meaningful learning opportunities across all media types. By researching new manuals for applicator certification, the steward will gain knowledge how the different active ingredients work along with the affects these chemicals could have in our environment if not used properly.</p>
<p><b>3E</b></p>	<p><b>Provide a bulleted list of the duties this ES will be expected to complete throughout their term. This should be comprehensive, and will be inserted into the position description.</b></p>	<ul style="list-style-type: none"> <li>• Synthesize complex, technical, and controversial topics</li> <li>• Contribute to Maine’s IPM community</li> <li>• Edit &amp; proofread technical and general outreach publications</li> <li>• Produce novel written content for the pesticide applicator community and general audiences</li> <li>• Data entry</li> <li>• Develop exam questions that will test an applicators knowledge base.</li> <li>• Create outreach materials geared toward the general public and pesticide applicators</li> <li>• Create attractive web resources (web pages, videos, infographics, etc)</li> <li>• Present throughout the state at our outreach events</li> <li>• Survey our audiences to determine future outreach directions</li> </ul>
<p><b>3F</b></p>	<p><b>Provide a bulleted list of skills, knowledge, abilities and attributes that the ES will need to complete the duties described above</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly</li> <li>• Computer skills and ability to learn new software quickly</li> <li>• Knowledge of common software (we use the Windows 10 platform, and Microsoft’s PowerPoint, Publisher, &amp; Word)</li> <li>• Knowledge of common graphic design elements and open source software</li> <li>• Willingness to travel within Maine</li> <li>• Aptitude for public engagement via appealing presentations</li> <li>• Comprehension of approaches to public engagement</li> </ul>



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3G	<p><b>Are there some functions that you would like your ES to be able to complete, but are not necessary to fulfill the goals and objectives of the position?</b></p>	<p>The ES will be part of a close, hard working group. There are times when staff members need help to complete tasks that have a short window to complete. For example, we do water quality testing which may need help in gathering samples around the state.</p>	
3H	<p><b>What kind of conditions will the ES be serving in? What can they expect from the landscape or service environment?</b></p>	<p>This is a desk and occasional day-travel job based here in Augusta. We will provide cubicle space and the applicant will be considered a peer among our staff. There are continuous training opportunities as it is understood that pesticides as a topic have a steep learning curve.</p>	
3I	<p><b>Provide a timeline for the tasks the member will be expected to complete.</b></p>	<p>Because of the depth of learning that needs to take place, the steward will be researching and reviewing manuals developed from Universities and Extension offices around the country. For IPM projects, we anticipate that the member will initially observe our current presentations while working on simpler updating and editing. Then as they come up to speed they will be developing material with less direct oversight and greater complexity. For example, many people are concerned about pollinators -let's imagine outreach surrounding IPM for protecting backyard pollinators, initially the member would review our current pollinator handouts and web content and update it as needed. Building on that knowledge the member could glean through our previous repository of presentations and update materials or create new ones, depending on the needs.</p>	
3J	<p><b>How will the placement of an AmeriCorps member enhance your organizations ability to meet long-term goals and build capacity?</b></p>	<p>Our department is experiencing additional demands without the ability to add to our staff. Timely publications with up-to-date materials are integral to our mission. An AmeriCorp member would be a great opportunity for us to do the work we value.</p>	
3K	<p><b>Prioritize three skills, qualifications or attributes an ES will need accomplish the tasks</b></p>	1.	<p>Computer aptitude (comfort and ability to create multimedia outreach materials)</p>
		2.	<p>Good understanding of communicating to the public</p>



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	identified.	3.	
		Provide further skills and comments below:	

Section	AmeriCorps Member Experience	
4A	<p>Please describe the member's potential interaction with children, the elderly, and people who have disabilities. Ex: Do you host school groups for interpretive programs? Is there a scheduled walk on an ADA trail that targets an older population?</p>	<p>There is little potential of interactions with children, the elderly, and people who have disabilities.</p>
4B	<p>Explain how an AmeriCorps member will develop professionally from this placement. Please consider the level of training and mentorship you will provide. (Training/experience they will acquire under your guidance.)</p>	<p>This is an excellent opportunity to learn about how government works. Our office directly works with the public, we get direction from a public-member board, the legislature, and appointed officials but our primary role is to execute enforcement of federal pesticide program. Because this position will end up performing a number of different skills (from public interactions to database entry) the member's resume will reflect an individual with the ability to perform regardless of the task. The multiple documents produced will also likely build a portfolio. Training opportunities continually present themselves and are encouraged among all staff.</p>
4C	<p>Identify the staff member(s) in your organization who will be responsible for day-to-day supervision and mentorship, including an estimate of staff time that will be devoted.</p>	<p>John Pietroski, Manager of Pesticide Programs will be the primary point person (51%) and Pam Bryer, Pesticides Toxicologist, will also provide a substantial amount of input (49%). Our office is small, and we all work co-operatively to make sure our program works well. Additional staff will also be crucial, at times, for the development of the AmeriCorp member.</p>



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<b>4D</b>	<b>Explain the identified staff member's supervisory and mentorship experience.</b>	Pam has supervised student laboratory workers and mentored numerous students, both undergraduate and graduate in biological sciences programs. John has 30+ years of management experience in the work force, as well as, years of experience in Big Brothers Big Sisters, and youth sport coaching.
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Section	Operations	
<b>5A</b>	<p><b>Members will need their own adequate workspace, equipment and supplies.</b> <b>Site will be responsible for providing:</b></p> <ul style="list-style-type: none"> <li>• Desk/workspace</li> <li>• Computer with standard Windows Office Suite programs and access to online platforms such as Schoology, the platform MCC uses to teach job readiness skills</li> <li>• Phone</li> <li>• Email access</li> <li>• Access to: printer and fax machine</li> </ul> <p><b>NOTE:</b> These resources can be shared</p> <p><input checked="" type="checkbox"/> Please check this box to indicate you can provide these things</p>	<p><b>Describe the transportation and housing available.</b> (Please check all that apply. Double click box to check it off.)</p> <p><input checked="" type="checkbox"/> A State of Maine vehicle may be driven by the member</p> <p><input type="checkbox"/> A Host Site's vehicle may be driven by the member</p> <p><input type="checkbox"/> Personal vehicle may be necessary; site partner can reimburse mileage</p> <p><input type="checkbox"/> Personal vehicle may be necessary; site partner <i>cannot</i> reimburse mileage</p> <p><input type="checkbox"/> Member's service will not require much, if any travel</p> <p><input type="checkbox"/> Housing is provided by the Host Site at no additional charge</p> <p><input type="checkbox"/> Housing may be provided for a reasonable rate</p> <p><input checked="" type="checkbox"/> Housing is not available on site, the member is responsible for finding their own.</p>

<b>5B</b>	<p><b>Describe any other type of support, supplies and/or equipment that your site expects to provide the corps member.</b></p> <p>(Consider anticipated field gear needs, specialized tools, etc.)</p>	<b>Any supplies or gear required to perform these tasks will be provided.</b>
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<b>5C</b>	<b>Is there any specialized equipment the member will need for this position?</b>	No.
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Section	Host Site Roles and Responsibilities		
<b>6A</b>	<b>Please check the boxes to indicate if the Host Site Supervisor will be able to complete these requirements.</b>	Provide orientation to the site and projects during the MCC member's first weeks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6B</b>		Provide mentoring and weekly meetings (minimum 1 hour) with the MCC member?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6C</b>		Provide daily supervision and guidance for the MCC member?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6D</b>		Attend Site Supervisor Training in the Augusta area on <b>October 30, 2019, February 12, 2020 or April 8, 2020. The date chosen needs to be prior to the member's start date.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6E</b>		Complete all required reports on time and maintain contact with MCC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>6F</b>		Assist MCC in complying with requests from the Corporation for National and Community Service, The Corps Network, and the Maine Commission for Community Service as requested when necessary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No





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6G		<p>I agree to work within the guidelines of the AmeriCorps Prohibited Activities List. I have read the Host Site Supervisor Roles and Responsibilities, and acknowledge the requirements listed. I understand the objectives of the MCC AmeriCorps Environmental Steward component, and will ensure that the project aligns with this description.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6H		<p>MCC has required trainings and service events throughout the year. Are you willing to allow the members to attend all mandatory trainings and events? Examples include the AmeriCorps member conference, First Aid/CPR, Volunteer Reception Center Training, 9/11 Day of Service, MLK Day etc.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Signature:</b>	
<b>Authorized requestor's name:</b>	
<b>Title:</b>	
<b>Date:</b>	



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**Please submit one copy of the completed project proposal to:**

**MAILING ADDRESS**

Maine Conservation Corps  
124 State House Station  
Augusta, Maine 04333-0124

**HAND DELIVERY LOCATION**

Maine Conservation Corps  
54 Independence Drive  
Augusta, ME 04330

**FACSIMILE TRANSMISSION**

Fax: (207) 287-3342

**E-MAIL SUBMISSION (Preferred)**

[deidrah.stanchfield@maine.gov](mailto:deidrah.stanchfield@maine.gov)