



AmeriCorps Position Description

Position Title: Service Learning Coordinator

Project Sponsor: Ashland Parks and Recreation Dept., North Mountain Park Nature Center, www.northmountainpark.org

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships. www.nwserviceacademy.org

Project Location: 620 North Mountain Avenue, Ashland, OR 97520

Position Summary: Coordinate and lead service-learning and floodplain restoration activities with students and volunteers at North Mountain Park and other park locations and school sites in Ashland. Stewardship activities will include the control of invasive plants, planting and maintenance of a variety of native plants, and monitoring of plant growth, stream health, and wildlife activity (1st priority - 40%). Help develop and facilitate outdoor and classroom environmental education activities for K-12 students (2nd priority - 40%). The member will also assist with preschool programs that teach children about local natural and cultural resources (10%) and horticultural projects such as plant propagation, seed harvest and processing, etc (10%).

General Responsibilities (to include, but not limited to):

- Help to deliver a variety of programs related to established outdoor education activities with students in grades K-12.
- Assist with the recruitment and training of volunteers in the areas of education and restoration.
- Coordinate and lead a variety of service learning and floodplain restoration activities with students and volunteers at North Mountain Park and other park locations.
- Assist Parks staff with a variety of floodplain restoration efforts at North Mountain Park including the control of invasive plants, the planting and maintenance of a variety of native trees, shrubs, and grasses, and the monitoring of plant growth, stream health and wildlife activity.
- Assist with the development and dissemination of information related to a variety of sustainability topics such as composting, naturescaping and recycling.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Must be self-motivated, outgoing and enjoy working with and teaching adults and youth.
- Willingness and physical ability to do manual outdoor work in various capacities.
- Have strong organizational and interpersonal communication skills (both writing and speaking in front of groups.)
- Requires a somewhat flexible schedule including working some weekend hours.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.

- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Education or experience in natural resources.
- Interest and knowledge of watershed health and restoration.
- Experience in leading educational programs for youth.
- Some computer proficiency with Word and Excel.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

Transportation Information:

- Location is walking/biking distance from Ashland. Department vehicle is available for off-site project work.

Application Deadline: July 3, 2009

Interviews: To be scheduled

Service Dates: September 14, 2009 - August 17, 2010

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11 months)

How to apply:

Step 1 - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – [Linda Chesney](#) and chesneyl@ashland.or.us The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

Step 2 - Complete your application and submit materials to [Susan Navrotsky](#) at susan.navrotsky@esd112.org

Application materials can either be completed online at the [AmeriCorps website](#) or downloaded from the NWSA website "[How to Apply](#)" page and submitted via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

Questions about the position? Contact: Linda Chesney, chesneyl@ashland.or.us or 541-488-6606

General questions about AmeriCorps, NWSA or our recruitment process? Contact:

Susan Navrotsky

Statewide Individual Placement Program Coordinator
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