



## **AmeriCorps Position Description**

**Position Title:** Resource Conservation Outreach Coordinator

**Project Sponsor:** Beaverton School District #48 / <http://www.beaverton.k12.or.us>

**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](http://www.nwserviceacademy.org)

**Project Location:** 2180 SW 170<sup>th</sup> Avenue, Beaverton, Oregon 97006

**Position Summary:** The focus of this position is to promote resource conservation activities in the Beaverton School District community. This focus will involve educating students through hands-on activities and presentations, working with school staff members to develop resource conservation programs, encouraging participation in the Oregon Green Schools program, and site waste and recycling evaluations (60%). The position will support District food rescue efforts, organize a student art calendar contest, monitor solid waste service levels and costs District-wide, and publish an electronic newsletter highlighting school activities (25%). The position will attend regional meetings with other waste reduction educators, create signage for school use, develop classroom presentations, and update systems to monitor program impact (15%).

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

- Assist schools in the development of resource conservation programs unique to their needs.
- Develop, market and implement classroom presentations appropriate to grade level participation.
- Coordinate extended school break food rescue efforts.
- Encourage participation in the Oregon Green Schools program, facilitating waste audit activities.
- Promote school ownership of developing programs through training, research, and technical assistance.
- Complete a walk-through waste/recycling observation report and analysis of solid waste service level and cost for each facility.
- Work with the Energy Conservation Outreach Coordinator to strengthen District resource conservation program as a whole.
- Identify and provide support to Resource Conservation Coordinators (RCC) for each facility.
- Track and document impact of positions efforts.
- Develop a yearend summary report to document position activities for future AmeriCorps members.
- 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:**

- A personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have a valid driver's license, clean driving record and the ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Strong organization, record keeping, and time management skills.
- Desire to work and serve with people to promote environmental stewardship.
- Flexible, cooperative, enthusiastic manner, able to work as a team member.
- Must communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, volunteers, students, staff members, and the general public.
- Must be a self-motivated, creative and resourceful individual.
- Strong written and verbal communication skills, including public speaking.
- 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:**

- Resource conservation or environmental science background.
- Work experience with students/children.
- Ability to recognize barriers and find creative solutions.
- Volunteer experience.

### **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:**

- Project site is accessible by public transportation.

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**Application Deadline:** On-going until filled.

**Interviews:** No set schedule. Open until filled.

**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 – **Sue Shade** at [sue\\_shade@beaverton.k12.or.us](mailto:sue_shade@beaverton.k12.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 Sherrie Jackson at [sherrie.jackson@esd112.org](mailto:sherrie.jackson@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: Sue Shade at [sue\\_shade@beaverton.k12.or.us](mailto:sue_shade@beaverton.k12.or.us) or 503-591-4333

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

Sherrie Jackson  
Recruitment Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 108  
(503) 232-0166 (fax)  
[sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)

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