



## **AmeriCorps Position Description**

**Position Title:** Marine Education and Volunteer Coordinator

**Project Sponsor:** City of Cannon Beach, Haystack Rock Awareness Program  
<http://www.ci.cannon-beach.or.us/%7ENatural/HRAP/hrap-program.html>  
<http://friendsofhaystackrock.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](http://www.nwserviceacademy.org)

**Project Location:** City of Cannon Beach, 163 E. Gower St., Cannon Beach, Oregon 97110

**Position Summary:** The Marine Education and Volunteer Coordinator will develop a guide to the natural history of the Marine Garden and National Wildlife Refuge at Haystack Rock that will serve as a volunteer training manual (25%); visit local schools to educate students about Haystack Rock before field trips (10%); act as an environmental interpreter on the beach for school groups and the general public (30%); assist in volunteer recruitment, training, and scheduling (25%); and assist our partner agencies and non-profit groups in local conservation efforts (10%).

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

- Develop a guide to the natural history of Haystack Rock that will serve as a volunteer training manual.
- Implement a classroom education curriculum for students planning field trips to Haystack Rock.
- Identify area schools planning field trips to Haystack Rock that would like to participate in our classroom program.
- Assist with volunteer recruitment, training, scheduling, and appreciation events.
- Lead school field trips on the beach.
- Serve as a rocky shore interpreter for the general public.
- Work closely with staff on logistics of beach programs and communication with visitors.
- Travel, sometimes overnight, for training, outreach, or conservation activities.
- 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:**

- Willingness to learn identification and natural history of common intertidal species, seabirds, shorebirds, and marine mammals and be willing to share this information with the general public.
- Be comfortable speaking in public to audiences or individuals of all ages, both indoors and on the beach.
- Be able to spend up to 8 hours standing and walking on the beach and on slippery, rocky intertidal areas in a wide range of weather conditions including sun, heat, cold, wind, and rain.
- Be able to carry buckets of water, signs, and other equipment not to exceed 40lbs over rough, slippery, or uneven terrain.
- Be willing to work a highly variable schedule surrounding daylight low tides including early mornings, evenings, and weekends.
- Must have a valid driver's license, clean driving record and ability to provide documentation.

- 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:**

- B.S. degree in biology, environmental science, wildlife or fisheries science, ecology, environmental education, or a related field.
- Familiarity with identification and natural history of birds and/or intertidal animals.
- Experience working in marine environments or with natural history interpretation.
- Ability to discuss marine animals and ecosystems in additional languages a plus.

**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:**

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation, although buses are infrequent in this rural area.
- Personal vehicle is recommended to get to service site and to services in surrounding areas.

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**Application Deadline:** July 1, 2009

**Interviews:** Present - July 14, 2009

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

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11months)

**How to apply:**

**Step 1** - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – Laura 'Nala' Cardillo at [cardillo@ci.cannon-beach.or.us](mailto:cardillo@ci.cannon-beach.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 following materials to Susan Navrotsky at [susan.navrotsky@esd112.org](mailto: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: Laura 'Nala' Cardillo, Program Coordinator, at [cardillo@ci.cannon-beach.or.us](mailto:cardillo@ci.cannon-beach.or.us) or 503-436-8060

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

Susan Navrotsky  
Statewide Individual Placement Program Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 106  
(503) 232-0166 (fax)  
[susan.navrotsky@esd112.org](mailto:susan.navrotsky@esd112.org)

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