



AmeriCorps Position Description

Position Title: School Recycling Coordinator

Project Sponsor: Clark County Solid Waste Program www.recyclExtreme.com & www.clark.wa.gov/recycle

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: 1300 Franklin St. Vancouver, WA 9866

Position Summary: The Clark County Solid Waste Program is continuing to implement the Save Organic Scraps – composting program in the schools in Clark County. This unique program provides schools the opportunities to capture ALL of their food waste for composting. This year the program will be expanding into new school districts and continuing to roll out in additional schools in participating school districts. In order to start the program at the schools you will work with a team to develop an educational and program promotion plan for each school and evaluate/update the school's other recycling practices (paper, bottles, cans, etc)(45%). You will also be responsible for organizing/promoting the Third Annual Student Environmental Leadership Conference that is held for high school students in the county. You will recruit teachers, students, speaker, and facilitators for the event and follow up with students to develop a service project (35%). (For more information please visit www.recyclExtreme.com website.) The member will also be working with schools participating in the "Washington Green Schools Program" (www.wagreenschools.org). This is a brand new program for schools to participate in across the state (20%).

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

- Work on a team as well as work independently.
- Work directly with elementary, middle, and high school students, teacher, and school staff to develop implementation plan for the Save Organic Scraps (SOS) program.
- Evaluate current recycling practices at schools and make recommendations for improvement.
- Follow up, monitor, maintain, and evaluate SOS program after implementation.
- Present educational presentations to students.
- Recruit students and teachers to attend Student Environmental Leadership Conference (SELF).
- Recruit speakers for the SELF that will engage high school students.
- Continue to work with student groups who attend SELF on their service projects.
- 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:

- Strong organizational and communication skills.
- Ability to work with a team.

- Passionate about working with students and in schools.
- Strong environmental ethic.
- Commitment to waste reduction, recycling, and composting.
- Independent, self-motivated, and creative.
- Ability to work on multiple projects and meet deadlines.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 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:

- Degree in environmental or education field.
- Experience planning large events.
- Experience working with a diverse team.
- Willingness to learn new skills.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- 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.

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 – Erin Rowland at erin.rowland@clark.wa.gov. 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.

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: Erin Rowland at erin.rowland@clark.wa.gov or at 360-397-6118 ext 4830

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

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