



AmeriCorps Position Description

Position Title: Natural Resources Technician

Project Sponsor: City of Lake Oswego, www.ci.oswego.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

Project Location: West End Building, 4101 Kruse Way, Lake Oswego, Oregon 97035

Position Summary: The City of Lake Oswego has over 400 acres of natural area parks. The Natural Resource Technician will lead restoration activities throughout the City, including managing a newly-established native plant garden. The individual will be involved in a variety of assignments including: restoration project coordination and oversight (45%), vegetation monitoring (30%), volunteer outreach and development (25%).

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

- Manage the City's volunteer program, including outreach, education, public relations (newsletters, neighborhood meetings, website, etc.), and track activities in volunteer database
- Manage newly developed native plant garden, including gathering propagation materials, maintaining plants and greenhouse, and leading volunteer activities
- Gather data in the field to monitor restoration sites and inventory natural resources at City-owned natural area parks
- Prepare project reports and present information to community members, City staff, City advisory boards, and partnering organizations
- Establish and maintain working relationships with neighborhood groups, scouts and civic organizations
- Complete general office duties related to position (mailings, filing, phone calls, email, letters, presentations, etc.)
- Respond to citizen inquiries regarding stewardship 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:

- Traverse park land in all weather conditions during to inventory and monitor natural resources in parks
- Utilize Global Positioning System (GPS) units for mapping resources within parks
- Utilize Geographic Information System (GIS) software to develop maps and conduct inventory analysis

- Organize and lead natural area stewardship projects while teaching native and invasive plant identification, ecological concepts, and restoration techniques
- Maintain a stewardship calendar for the City's monthly newsletter, Parks and Recreation quarterly catalog, and website.
- 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.
- Serve occasional evenings and weekends.
- Desire to motivate community members and to educate/communicate with them about natural resource issues
- A cooperative manner and ability to work as a team
- Ability to lead projects independently and to ask questions when clarification is needed
- 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:

- Interest or ability to identify flora and fauna of the Pacific Northwest
- Specialized knowledge in native plant propagation techniques
- Basic GPS/GIS knowledge
- Working knowledge of Microsoft Office programs, including Excel, Word, and Outlook
- Ability to handle multiple projects
- Interest in developing professional skills and accepting constructive feedback

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:

- A vehicle is available for service activities. Member is covered by City's vehicle insurance policy.
- The project site is accessible by public transportation.
- Bus tickets or monthly transit passes are available for transit to/from home and will be provided by the project sponsor if needed.
- Personal vehicle is recommended to get to service site unless member lives nearby (as Tri-met is reducing bus service).

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 – **Jonna Papaefthimiou** at jonna_p@ci.oswego.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.

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: Jonna Papaefthimiou at jonna_p@ci.oswego.or.us or 503-675-3990.

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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