



## **AmeriCorps Position Description**

**Position Title:** Volunteer Events Coordinator

**Project Sponsor:** City of Vancouver, Vancouver Watersheds Council. [www.vancouverwatersheds.org](http://www.vancouverwatersheds.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 Vancouver Marine Park Engineering, 4500 SE Columbia Way, Vancouver, WA

**Position Summary:** The Vancouver Watersheds Council Volunteer Events Coordinator will be responsible for organizing volunteers for a variety of events including restoration planting, festivals and clean-ups. With supervision from the Watersheds Council Project Manager, the coordinator will help plan events and coordinate volunteer participation in those events. The coordinator will track volunteer hours at all events, maintain a database of volunteers and develop volunteer incentive programs. It is expected that 50% of time will be spent planning volunteer activities, 30% of time will be spent on administration and 20% of time will be spent at volunteer activities.

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

- Plan and manage seasonal and ongoing events.
- Recruit, track, motivate, and recognize community and business/organizational volunteers.
- Work closely with partners in coordinating details and logistics associated with particular events.
- Work with the Project Manager and others in marketing and outreach for events.
- Participate in event evaluation and recommendations for future efforts
- Establish a framework for partnering and supporting diverse organizations interested in taking the lead on new or unique 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.

### **Requirements:**

- Proficiency with Microsoft Office (Outlook, Word, Excel and PowerPoint) and have the ability to learn new computer applications.
- Ability to recruit, manage and lead community volunteers.
- Ability to safely use standard hand tools such as shovels, loppers, etc.
- Ability to communicate (in person, via telephone or email) in a professional manner with diverse individuals and audiences including staff, project partners, volunteers, neighborhood association leaders and others.
- Valid driver's license, clean driving record and ability to provide documentation.
- Be available for occasional evening meetings and Saturday events.
- 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 Natural Resources, Environmental Studies, Parks and Recreation Management, Biology or related area.
- Knowledge of Pacific NW natural history
- Enjoy working as part of a team

**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.
- Personal vehicle is recommended to get to service site.
- Bus tickets are available for service activities and will be provided by the project sponsor.

---

**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 – Gary Bock at [gary@vancouverwatersheds.org](mailto:gary@vancouverwatersheds.org). 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 Gary Bock (360) 487-7193 [gary@vancouverwatersheds.org](mailto:gary@vancouverwatersheds.org)

**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)

AN EQUAL OPPORTUNITY EMPLOYER