



## **AmeriCorps Position Description**

**Position Title:** Environmental Education Program Coordinator

**Project Sponsor:** City of Wilsonville Natural Resources Program and Community Services Department  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.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:** Wilsonville, Oregon (located about 30 minutes south of Portland and 30 minutes north of Salem on I-5). NWSA member will be working primarily at the City Hall offices, 29799 SW Town Center Loop E, Wilsonville, OR 97070.

### **Position Summary:**

The NWSA member will have the opportunity to create and promote the volunteer management model for the new initiatives of Environmental Education Projects. The model and management will be a collaborative effort of the City of Wilsonville/Natural Resources Program and Community Services Department. Objectives of the position include:

- Education of the public in sustainable methods of personal practices - 30%.
- Promotion of activities such as gardening as a means of enhancing local food source and the opportunity to share harvest results with the local food bank through Harvest Share. - 15%.
- Involvement of citizens of all ages in the development, maintenance, enjoyment and celebration of environmental stewardship through opportunities for education, volunteering and personal participation. - 55%

The position works in a fast-paced, multi function office environment and is characterized by frequent deadlines and interruptions. Work is produced in a multidisciplinary team approach. Travel to local schools, neighborhoods and businesses as well as training locations will be necessary. Excellent communication skills and one-on-one relationship building is an essential part of this position.

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

- Research and prepare basic structure of a volunteer management team or steering committee.
- Recruit a team of volunteers, orient them to the project, establish their role and leadership relationships and initiate their relationships to the City and local stakeholders.
- Plan and conduct educational sessions (or coordinate instructors to provide) classes for the public in techniques of environmentally sensitive personal practices.
- Develop promotional materials regarding concepts of food self-sufficiency, food share, sustainable landscape and garden practices, health benefits of environmental practices, etc.
- Make presentations to local schools, businesses, organizations and city council regarding the principles and benefits of environmental sensitivity support and participation.
- Create and lead opportunities for citizens of all ages to participate in the sustainable practices through demonstrations, celebrations, work parties, public displays.
- Create a stakeholders committee of volunteers that addresses concepts of healthy environmental practices, food self-sufficiency and other healthy personal practices.
- 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, training's, 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:**

- Spanish language capability is preferred.
- Computer proficiency in Word and Excel spreadsheet for program preparation and project documentation and tracking purposes.
- Experience in program leadership, volunteer leadership and example of project management.
- Physical fitness level to manage basic physical labor in a garden environment including tasks to provide assistance to, demonstration of or personal work in a ground or raised garden plot.  
Position may require lifting up to 50 pounds, bending, carrying or moving of materials/parts, twisting, reaching, standing, etc.
- Personal vehicle is required for service activities and mileage reimbursement is provided according to city labor standards.
- Must have a valid driver's license, clean driving record and ability to provide documentation, including personal liability insurance.
- 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:**

- Basic working knowledge of environmental education techniques and volunteer management.
- Self motivated.
- Excellent communication skills
- Experience recruiting and training volunteers.
- Experience working in a team environment.
- Experience in working with groups, youth and adults.

### **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.
- Training tuition and conference fees.

### **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.

- Personal vehicle is recommended to get to NWSA trainings, education opportunities and special service site.
- Local SMART Bus tickets are available for service activities and will be provided by the project sponsor.

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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 – Kerry Rappold at [Rappold@ci.wilsonville.or.us](mailto:Rappold@ci.wilsonville.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:**

Kerry Rappold  
29799SWTown Center Loop E  
Wilsonville, OR 97070  
503-570-1570  
[rappold@ci.wilsonville.or.us](mailto:rappold@ci.wilsonville.or.us)

Peggy Watters  
7965 SW Wilsonville Road  
Wilsonville, OR 97070  
503-570-1579  
[watters@ci.wilsonville.or.us](mailto:watters@ci.wilsonville.or.us)

**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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