



## **AmeriCorps Position Description**

**Position Title:** Home Gardens Coordinator

**Project Sponsor:** Growing Gardens, Home Garden Program [www.growing-gardens.org](http://www.growing-gardens.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:** 2003 NE 42<sup>nd</sup> Ave. #3, Portland, OR. 97213 – This is near the Hollywood Transit Center

**Position Summary:** The Home Gardens Coordinator (HGC) will enhance the support of our Home Gardeners during their three-year enrollment. This will include distribution & evaluation of the Home Garden supply package, implementing a summer site visit check list for Year Two and Three Gardeners, ensuring the greatest level of support for all Home Gardeners, and coordinating the spring & fall garden installations. The HGC will work closely with Growing Gardens staff, community volunteers and Growing Gardens enrolled Home Gardeners.

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

- Assess the effectiveness of the new water catchment pilot method & expansion package pilot.
- Update & finalize timeline for future distribution of the expansion of the current Home Garden supply package.
- Coordinate garden installations and support up to 150 gardeners.
- Update and implement the summer site visit check list.
- Provide gardening information and support to current & previous Home Garden Recipients as needed.
- Develop and maintain Home Garden applicant procedures.
- Assist with plant distribution day.
- Train and lead Crew Leaders and volunteers.
- Evaluate the Home Garden program.
- Maintain participant tracking systems.
- Develop and implement recognition programs for gardeners and volunteers.
- Create and implement an annual work plan.
- 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:**

- Ability to carry up to 40 pounds.
- Flexible schedule to meet a variety of job responsibilities.
- Able to work with a variety of personalities and communicate and interact in a positive, professional manner.
- Sensitivity to the experience of low income people.

- Valid Driver's License and safe driving record.
- 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:**

- Strong organizational skills.
- Clear and concise written and verbal communication skills.
- Knowledge of and experience with organic gardening and/or farming.
- Desire and ability to supervise volunteers with an emphasis on cooperation and team building.
- Ability to speak Spanish helpful but not required.

**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 some service activities. Member is covered by organizations vehicle insurance policy.
- Project headquarters are accessible by public transportation.
- Some project sites may not be 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 – Rodney Bender at [rodney@growing-gardens.org](mailto:rodney@growing-gardens.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: Rodney Bender at [rodney@growing-gardens.org](mailto:rodney@growing-gardens.org) or 503-284-8420

**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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