



AmeriCorps Position Description

Position Title: Youth Grow Coordinator

Project Sponsor: Growing Gardens 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

Project Location: 2003 NE 42nd Ave # 3, Portland OR 97213

Position Summary: The Youth Grow Coordinator will mobilize volunteers, interns and parents to provide hands-on food gardening programming for elementary aged students after-school garden and in the summer, and coordinate family oriented programming. The Youth Grow Coordinator will work with an advisory committee to develop lesson kits that will be used by Growing Gardens' partners, volunteers and interns. Additionally, the Youth Grow Coordinator will assist in implementing a new referral system for graduates of Growing Gardens' School Garden Coordinator Certificate Training.

Essential Functions (to include, but not limited to):

- Recruit, train, and supervise adult volunteers to work with students in garden clubs and summer camps
- Record, organize and track data
- Coordinate family orientated gardening opportunities
- Create easy and effective lesson plans and activity kits
- 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:

- Ability to communicate and interact in a positive, professional manner with various populations such as: project partners, colleagues, community volunteers, students and the general public
- Ability to serve effectively within a team
- Willingness to work some weekend and evening hours
- Submit to a criminal history background check
- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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:

- Demonstrated organizational skills
- Evidence of successful experience with youth programming and similar job functions. These may include teaching after-school classes, working with schools, and designing hands-on activities
- Evidence of successful experience training and coordinating volunteers
- Demonstrated ability to work with diverse groups of people
- Strong interpersonal communication skills
- Spanish language fluency

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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 organization's 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 20, 2010 - August 12, 2011

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – Caitlin Blethen at Caitlin@growing-gardens.org:

- **résumé**
- **cover letter**
- **contact information for three references**

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 to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to Sherrie Jackson via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or delivered to our office with an original signature (no fax).

Questions about the position? Contact: Caitlin Blethen, Caitlin@growing-gardens.org (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

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