



AmeriCorps Position Description

Position Title: Individual Placement Team Leader – Outreach and Volunteer Management

Project Sponsor: Northwest Service Academy - Lower Columbia Center (LCC) www.nwserviceacademy.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: 55 SE Main St., Portland, OR

Position Summary: Individual Placement (IP) Team Leaders work with Lower Columbia Center (LCC) staff in supporting the program, members and their projects. Based at the LCC office, IP Team Leaders serve as a liaison between staff and members, playing a major role in program communication, development and evaluation. Each IP Team Leader will be assigned to a team of up to 15 members that are serving on similar projects throughout the community; the four teams include ecological restoration, environmental education, garden-based education, climate change and volunteer management/outreach. IP Team Leader duties include: Provide support for your team members such as volunteering to support a members project, meeting to discuss progress on a project or providing technical support to a project (50%); head up the planning committee for one all-academy event (15%); Coordinate professional development workshop series for members (15%) and participate as a volunteer on community project(s) in the non-profit, school or government community to build networks and contacts (20%).

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

- Serve as remote contact and support person for up to 15 members. Distribute NWSA information, collect paperwork and answer questions about NWSA policies and procedures.
- Coordinate and facilitate October team retreat and support members in the planning of monthly team meetings.
- Promote a sense of community, collaboration and cohesion among team members. Organize networking and resource sharing activities.
- Conduct three formal site visits with each team member and meet informally with members throughout the term of service. The goals of these meetings are to discuss member achievements and challenges and to coach members in professional development, conflict resolution and problem solving activities.
- Support members in planning and implementing their service projects. This may include developing curriculum, planning a special event and/or acquiring training or project resources.
- Provide members with resources, guidance and encouragement in planning Individual Development and Community Action Project activities.
- Lead and participate in the planning and coordination of an NWSA-wide service event, training opportunities and member orientation.
- Research and volunteer at one or more organizations in your area of interest
- Complete a Community Action Project.
- Collect, ensure accuracy and track member paperwork including monthly timesheets, work plans, site reports and evaluation forms.
- Organize, lead and/or facilitate ongoing professional development workshops for members
- Participate in weekly strand meetings and bi-monthly Center Meetings.
- Model NWSA policies in a professional manner and reinforce these policies with members.
- Increase community awareness of NWSA and AmeriCorps and represent NWSA at community events.
- 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:

- Interested in providing training, leadership and coaching to a diverse group of adults.
- Able to serve effectively within a team and have demonstrated leadership ability.
- Self directed, with strong organizational and time management skills.
- Committed to conservation and the environment and familiar with or interested in local environmental and educational resources.
- Able to get along with others, respecting diverse opinions and viewpoints.
- Demonstrated mediation and effective communication skills.
- Able to interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, the general public, and NWSA staff and members.
- Able to drive a large vehicle such as a 15 passenger van (training provided).
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Willingness to travel throughout the SW Washington and Portland Metropolitan region (vehicles or bus passes provided).
- 21 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.
- Able to commit to the full term of service for which you are applying.
- Able to complete 1786 hours during the term of service
- Successfully pass a fingerprint criminal history background check provided through NWSA.
- 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:

- Previous experience as a member of a team in AmeriCorps or a similar program.
- Knowledge of or experience with volunteer programs and volunteer management.
- Knowledge and experience with outreach techniques.
- Experience with volunteer leadership.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,278).
- 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, 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 or bus passes are available for some service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.

Application Deadline: On-going until filled.
Interviews: No set schedule. Open until filled.
Service Dates: September 1, 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 the following items to the Project Sponsor for this position – Nieka Rahe at nieka.rahe@esd112.org

- **résumé**
- **cover letter**
- **contact information for three references**
- **Written answers to the following questions**
 1. Describe your experience supervising, leading and teaching others.
 2. Describe a problem you encountered during your prior service experience and how you addressed the situation.

The Project Sponsor will conduct all initial interviews and recommend a candidate for this position.

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**
- **Three Written References** – Two are provided in the online application and the form from our website can be used for the third.
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.
- **Driving abstract** – Provide a 3 year driving record, which can be obtained through the Department of Motor Vehicles (DMV).

Questions about the position? Contact: Nieka Rahe at nieka.rahe@esd112.org or (503) 234-2383 x101

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

AN EQUAL OPPORTUNITY EMPLOYER