



## **AmeriCorps Position Description**

**Position Title:** Community Program Facilitator

**Project Sponsor:** Janus Youth Programs - Village Gardens <http://www.janusyouth.org/what-we-do/urban-agriculture-services.php>

**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:** 8602 North Swift Way, Apartment #120, Portland, OR 97203 AND Intersection of N. Trenton St. and N. Alaska St., Portland, OR 97203

**Position Summary:** The Community Program Facilitator will serve in partnership with the Community Program Supervisor to provide training, organizational and technical support to the community leaders and gardeners of the Seeds of Harmony and St. Johns Woods Gardens. The leaders and gardeners live in the St. Johns Woods, New Columbia and/or Tamaracks affordable housing communities and have diverse cultural, ethnic, and racial identities. The Member will support the leadership of the residents and assist them in developing and implementing their goals which include producing food, sharing knowledge about gardening and food, providing safe activities for children, making the community more beautiful, uniting the diverse cultural groups in their neighborhood and learning the skills to lead and organize the community. Primary focus areas can be summarized as: Support children's garden development (35%); Coordinate gardening, nutrition and community leadership trainings (25%); assist with livestock project (25%); Support gardening projects and organizing (10%); coordinate volunteer groups (5%).

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

- Support children's garden development.
- Provide training and technical support to the children's garden program.
- Coordinate gardening, nutrition and community leadership trainings.
- Coordinate market shuttle program.
- Support gardening projects and organizing.
- Work with livestock committee to coordinate livestock project.
- Coordinate volunteer groups.
- Improve garden facilities including fences, signage, paths, soil, compost etc.
- Coordinate the acquisition of materials and supplies needed for garden sites.
- Assist with production of and distribution of publicity/outreach materials to community.
- Outreach and network with community service providers, schools, businesses and other non-profits.
- Assist with program evaluation and documentation.
- 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.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.

### **Position Requirements:**

- Relate authentically and respectfully with culturally, economically and racially diverse individuals and communities including East African, African American, Asian/Pacific Islander and/or Latino communities.
- Personal transportation allowing for travel within the Portland metropolitan area in a timely manner. If driving a personal vehicle, must provide proof of auto liability insurance (\$100,000/\$300,000 levels strongly recommended), maintain a valid driver's license for state of residency, and have a driving record which meets the agency driving requirements. Any volunteer driving for work purposes, whether a personal or agency vehicle, must complete the agency's driving approval process before driving for work purposes.
- Stay calm and emotionally available in an environment serving at-risk youth and adults.
- Exercise tact, discretion, and judgment in working with a variety of people.
- Maintain appropriate professional boundaries in working with others and in handling confidential information.
- Effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
- Listen for understanding and assist with mediation and problem solving.
- Exercise creative and critical thinking in program development and problem solving.
- Communicate effectively, in English, both orally and in writing.
- Accurately read, record and interpret information.
- Provide effective supervision of participants and volunteers.
- Interact positively with participants in all areas of a multilevel facility as well as people from outside the agency.
- Work as a productive member of a team.
- Self-directed and dependable with strong organizational and time management skills.
- Effectively use basic office equipment and computer applications such as Microsoft Office Professional and internet applications. Ability to sit, stand, walk, drive, talk on the telephone and/or use PC for long periods of time.
- Safely complete garden tasks i.e. raking, hoeing, planting and lifting.
- Consistently attend and be punctual for work commitments and meetings and be in a condition suitable for assuming responsibilities of position.
- 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:**

- Experience working with children and/or curriculum development.
- Multi-lingual and/or multi-cultural skills – proficiency in Spanish or Oromo languages.
- Enthusiasm for encouraging the personal and professional growth of others.
- Able to build strong team cooperation and respect in a work setting that incorporates leadership of participants with diverse cultural, educational and economic backgrounds.
- Knowledge of gardening, nutrition, leadership and work-skills sufficient to develop and present basic curriculum on these topics to a variety of ages.

### **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.

- Access to Janus Youth Programs trainings including but not limited to: Residential Counselor Training: a one-day workshop on the role and responsibilities of a child-care professional and Values Based Management: a two-day workshop taught by Janus' Executive Director on leading a values-based organization and staff.
- Professional development, trainings and networking opportunities.

**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 highly recommended.
- Mileage is reimbursed for work travel at the current federal rate.

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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 – Jason Skipton at [jkskipton@janusyouth.org](mailto:jkskipton@janusyouth.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: Jason Skipton, [jkskipton@janusyouth.org](mailto:jkskipton@janusyouth.org), 971-998-4064

**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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