



AmeriCorps Position Description

Position Title: Farm and Youth 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

Project Location: 8602 North Swift Way, Apartment #120, Portland, OR 97203 AND Howell Territorial Park, Sauvie Island, 15 miles northwest of Portland, OR.

Position Summary: The Farm and Youth Program Facilitator will serve in partnership with the Farm and Youth Program Supervisor to provide training and leadership to Food Works, Village Gardens' entrepreneurial youth farm program. The ten Food Works Crew members are between 14 and 21 years old, live in the St. Johns Woods, New Columbia and/or Tamaracks affordable housing communities and have diverse cultural, ethnic, and racial identities. While working with the Farm and Youth Program Supervisor, the Member will develop and lead activities that support the youth to operate their entrepreneurial organic farm business, mentor children in the local gardens and distribute food to their neighborhood. The Member will support and coach youth to develop life skills, leadership skills and become prepared to secure improved employment. The Member will also network in the community with potential skills trainers and future employers. Primary goals can be summarized as 1) prepare for and lead skills trainings with Food Works Crew and Crew Leaders (50%); 2) assist with program planning, documentation and materials acquisition (20%); 3) assist with farm work and land management (15%); and 4) volunteer group coordination (15%).

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

- Plan and co-coordinate workdays and skills trainings with Food Works team.
- Support youth in setting and reaching team and personal goals.
- Coordinate Food Works mentoring and food distribution activities.
- Role model and promote safe, respectful and appropriate work behavior.
- Network with community organizations and businesses to support Food Works goals.
- Support youth in school success transitions to improved employment.
- Assist with program documentation and evaluation.
- Secure materials and supplies for program activities.
- Provide transportation in personal and/or agency vehicle to farm, market and field trips.
- Provide assistance with community programs as needed.
- 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:

- Experience with youth development and leading groups of teenagers.

- Knowledge of basic work-place expectations sufficient to develop and present curriculum on this topic.
- 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:

- Multi-lingual and/or multi-cultural skills – proficiency in Spanish or Oromo languages.
- Experience with environmental education.
- Knowledge of and experience with organic farming or gardening.
- 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.

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 leading a values-based organization and staff.
- Other 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.

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 – Amber Baker at abaker@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.

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 Amber Baker at abaker@janusyouth.org or 503-927-0820

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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