



## **AmeriCorps Position Description**

**Position Title:** Natural Resources Specialist

**Project Sponsor:** North Clackamas Parks and Recreation District

**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:** 150 Beaver Creek Road Oregon City, Oregon 97045

**Position Summary:** North Clackamas Parks and Recreation District (NCPRD) offers approximately 50 parks and greenspaces to the citizens within the district. The Natural Resource Specialist will help develop and implement Park Natural Resources Management Plans. The individual will be involved in a variety of activities including: natural resources assessments (20%), invasive plant species mapping and control (30%), management plan development (20%), and supervision and planning of restoration projects (30%). This position will be an exciting mix of outdoors field work conducting natural resource inventory and projects and program development work.

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

- Research natural resources methods, guidelines, techniques, supplies and materials.
- Site assessment data collection—plant survey; physical; biological; condition classification; GPS/GIS; photographic documentation.
- Field habitat restoration implementation—non-native plant control; plant salvaging; erosion control; seed collection; planting; soil enhancement; mulching; plant protection; softwood stake harvesting and planting; woody debris placement; bank stabilization.
- Conduct trainings in natural resources management techniques and methods.
- Work with other agencies, organizations, groups and volunteers (will require some weekend work) including outreach, education, grant writing, public relations (newsletters, meetings, signs, etc.), and track volunteer information and activities in volunteer database.
- Coordinate with other County staff and outside groups (Administrative, Planning, Maintenance, Water and Environmental Services, volunteer committees/organization, etc.).
- Manage supplies and materials.
- Data entry (Microsoft Word, Excel, Access; ArcGIS); database management (Access, ArcGIS); filing; writing-emails; summaries; reports; compiling field notes.
- 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 traverse parks lands collecting natural resource inventory information over uneven terrain carrying weight (up to 50 lbs.) in a backpack and/or in hands.
- Ability to work long days outside in the field in all weather conditions.

- Interest or experience in natural resources and/or biology.
- Interest or experience in communicating/teaching about natural resource issues.
- Ability to recruit and manage volunteers.
- Maintain a project work calendar and meet project deadlines.
- Strong organizational skills, interpersonal communication skills, and computer skills (database/word processing).
- Safety conscious—always putting safety first.
- 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:**

- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people in the field of natural resources.
- A cooperative manner and the ability to work as part of a team.
- Ability to organize and lead natural area stewardship projects while teaching native plant ID, ecological concepts, and basic planting skills.
- Ability to keep a positive attitude when performing labor intensive, monotonous and/or tedious tasks.
- Ability and willingness to be flexible with last minute changes in schedule and tasks.
- Ability to ask questions for clarification and job completion.
- Willingness to have a flexible schedule, including some weekends, and/or a Tuesday-Saturday schedule.
- Knowledge of the region's (PNW and Clackamas County) natural systems (e.g. plant ID, both native and non-native).
- Skills in utilizing Global Position System (GPS) to map invasive plants.
- Skills in utilizing Geographic Information System (GIS) programs to develop maps and conduct inventory analysis.
- Knowledge of the region's parks and greenspaces is 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 service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation. However, personal vehicle is recommended to get to service site.

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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 – Tonia Burns at [tburns@co.clackamas.or.us](mailto:tburns@co.clackamas.or.us). 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: Tonia Burns at [tburns@co.clackamas.or.us](mailto:tburns@co.clackamas.or.us) or 503-742-4357

**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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