



AmeriCorps Position Description

Position Title: Individual Placement Leader

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 97214

Position Summary: Individual Placement (IP) Leaders serve with the Lower Columbia Center (LCC) staff in supporting the program, members and their projects. Based at the LCC office, IP Leaders serve as a liaison between NWSA staff and AmeriCorps members; they communicate NWSA policies and offer general professional support. The IP Leader will be assigned 25 members that are serving on projects throughout the community. Duties include: Supporting members by volunteering with a members project, maintaining information online, meetings with members and/or volunteering with member projects (30%); Participating as a volunteer on community project(s) in the non-profit, school or government community to build networks and contacts (20%); Supporting coordination of three all-academy events (15%); Managing and supporting paperwork correction and tracking (15%); Coordinating planning of bi-monthly meetings for IP members (10%); Coordinating professional development workshop series for members (5%); Helping hone NWSA communication systems, synthesize member feedback and brainstorm and implement systems to make the organization stronger and more efficient (5%).

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

- Serve as remote contact and go-to person for up to 25 AmeriCorps members.
- Distribute NWSA information and answer questions about NWSA policies and procedures.
- Coordinate and facilitate team retreats and plan bi-monthly team meetings.
- Promote a sense of community, collaboration and cohesion among team members.
- Organize networking and resource sharing activities.
- Collect, ensure accuracy and track member paperwork including monthly timesheets, work plans, site reports and evaluation forms.
- Conduct two 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 and support members in professional development, conflict resolution and problem solving activities.
- Support members in planning and implementing their service projects. This may include researching resources, volunteering at an event or assist with outreach
- Work as a team and individually to develop, evaluate and refine the IP program.
- 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 all academy event, training opportunities and member orientation.
- Research and volunteer at one or more organizations in your area of interest
- Complete a Community Action Project.
- Participate in weekly meetings with IP staff.
- 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.
- Ability to serve effectively within a team and have demonstrated leadership skills.
- 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.
- Ability to get along with others, respecting diverse opinions and viewpoints.
- Demonstrated effective communication skills.
- Ability 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.
- Ability to drive a large vehicle such as a large SUV (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 and complete the full term of service for which you are applying (1786 hours).
- 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 Pacific Northwest ecology, plants and animals.
- Knowledge and or experience with garden based education and/or environmental sustainability.
- Experience working outside in all weather conditions.
- Interest in either the scientific or human aspects of garden based education and/or environmental sustainability.
- Experience with volunteer leadership.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,363).
- 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, 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 13, 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 – 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. What is your motivation for applying to be a leader with our program?

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

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**
- **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 delivered to our office with an original signature (no fax).
- **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

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