



## **AmeriCorps Position Description**

**Position Title:** PEEPs Counselor (3 Positions)

**Project Sponsor:** Northwest Service Academy - Lower Columbia Center (LCC)  
<http://www.northwestserviceacademy.org> ; <http://www.portlandpeeps.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.northwestserviceacademy.org](http://www.northwestserviceacademy.org)

**Project Location:** 55 SE Main Street, Portland, OR 97214

**Position Summary:** Using the NWSA Lower Columbia Center office as a base, the AmeriCorps Member will serve in partnership with the Portland Environmental Engagement Program (PEEPs) Coordinator, Support Coordinator and NWSA staff to organize and facilitate environmentally focused Service Learning summer programs for Portland area youth.

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

- Plan and implement daily activities for the PEEPs summer service program.
- Supervise and engage youth in environmental education or service learning experiences, including three to four 2-night overnight trips during the summer.
- Supervise and engage youth in before and after care during some camp sessions.
- Serve as lead counselor for some camp sessions.
- Drive large-capacity SUVs or minivans to transport youth to daily activities.
- Participate in weekly PEEPs meetings and complete regular evaluations of PEEPs programming.
- Represent NWSA and PEEPs with enthusiasm and professionalism out in the community.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Background in environmental education.
- Experience working with middle school youth.
- Ability to serve occasional evenings, weekends and overnights.
- Commitment to conservation and the environment.
- Demonstrated leadership ability.
- Ability to take initiative and make decisions.
- Serve effectively individually and within a team.
- Regular and reliable attendance.
- Ability to drive youth in NWSA vehicles (training provided).
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to travel throughout the SW Washington and Portland Metro region.
- Desire to serve with a variety of nonprofit, government and educational organizations.
- 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.

- Ability to commit to the full term of service for which you are applying.
- Successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- 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:**

- Knowledge of Pacific Northwest ecology, plants and animals.
- Tent camping experience and/or wilderness skills.
- Experience with community-building activities.
- Wilderness First Aid certification a plus.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1006).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$1,250. 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 is available for service activities.
- Project site is accessible by public transportation.

---

**Application Deadline:** On-going until filled.

**Interviews:** No set schedule. Open until filled.

**Service Dates:** June 7 – August 27, 2010

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 450 hours (3 months)

**How to apply:**

**Step 1** – Email the following items to the Project Sponsor for this position – Emily Goodman at [emily.goodman@esd112.org](mailto:emily.goodman@esd112.org).

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

*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](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 dropped off at our office with an original signature.

- **3-Year Driving Abstract** - Obtain through the Department of Motor Vehicles (DMV); no more than two moving violations in the past three years accepted.

**Questions about the position?** Contact: Emily Goodman at [emily.goodman@esd112.org](mailto:emily.goodman@esd112.org) or (503) 234-2383 ext 117

**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)

AN EQUAL OPPORTUNITY EMPLOYER