



AmeriCorps Position Description

Position Title: Madison Garden Coordinator

Project Sponsor: Portland Public Schools, Madison High School Garden Committee
<http://www.pps.k12.or.us/schools-c/profiles/?id=218>

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: Madison High School, Portland, OR

Position Summary: This position is a follow-up to a previous AmeriCorps position. Member will coordinate use of and manage the Madison Community Garden (40%). Member will liaison and work with agencies and community groups in the areas of urban gardening, permaculture, and sustainability (40%). Member will support teachers in developing curriculum and lab activities focusing on urban gardening, permaculture, and sustainability (20%) Additionally, the candidate must be able to navigate the intriguing webs of PPS and City of Portland bureaucracy.

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

- Coordinate with Portland Community Gardens in implementing a teen education program, and in the summer care of the Permaculture Garden.
- Work with science teachers to create and implement garden based curriculum. This may include co-teaching a general horticulture class.
- Work with the district to approve phases 4 of the permaculture education garden and help coordinate volunteers in the implementation of those phases.
- Liaison with the Portland Community Gardens on the establishment of the Madison Community Garden.
- Teach basic gardening, soil science and local food systems to freshmen and sophomore science classes.
- Work with teachers to use the garden as an opportunity for Madison students pursuing a Natural Resources Pathway.
- Lead service learning projects in the garden.
- Coordinate with the student garden club.
- Outreach to parents and community members to involve them in the garden.
- Coordinate workshops with outside experts for students and community members at garden site.
- 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 travel to neighborhood schools and businesses.
- 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 and at a minimum two years of college coursework.
- 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:

- Coursework or degree in ecology, biology, horticulture, sustainability, agriculture or other life sciences.
- Knowledge or understanding of concepts of sustainability and permaculture.
- Previous work with high school aged students.
- Garden educator experience.
- Excellent oral and written communication skills.
- Good interpersonal relationship skills.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- 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:

- Madison is located on North 82nd Avenue serviced by Tri-Met bus and Max.
- Monthly bus pass provided.

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 – Roger DeVille at rdeville@pps.k12.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.

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: Roger DeVille at rdeville@pps.k12.or.us (503) 916-5220

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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