



AmeriCorps Position Description

Position Title: Education and Habitat Restoration

Project Sponsor: US Fish & Wildlife Service, Ridgefield National Wildlife Refuge (NWR)
(<http://ridgefieldrefuges.fws.gov>)

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: Ridgefield NWR - Ridgefield, WA

Position Summary: Recruit, train, and lead volunteers in Environmental Education, Invasive Species Removal, and Habitat Restoration Programs at Ridgefield NWR. This project allows the Member to work in areas of the Refuge that are off-limits to the general public and to inspire the next generation of conservation leaders. The Member will spend most of their time in the outdoors leading volunteer crews in habitat restoration and invasive species removal (40%), and in providing environmental education programs (30%). The Member will also develop and maintain contacts with community organizations, schools and local, state and federal agencies, to recruit volunteers and coordinate event planning (20%).

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

- Lead volunteer field crews in the survey and mapping of invasive plants.
- Lead environmental education programs with the help of volunteers.
- Lead volunteers in riparian tree plantings.
- Lead volunteers in invasive plant removal.
- Create Recruitment & Outreach Materials.
- Assist in the creation/updating of the Refuge volunteer database.
- Recruit volunteers by calling/emailing organizations, agencies, and potential volunteers.
- Complete project summary reports at the conclusion of each project.
- 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 working with youth and/or volunteers.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Ability to walk over uneven terrain for long periods.
- Must not have any restrictions against working with children.
- Ability to work outside in all weather conditions.
- Willingness to be trained on and ride an ATV.
- Must be able to work weekends.
- Must have reliable transportation.

- 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:

- Completed two years of college.
- Experience recruiting volunteers.
- Knowledge of GPS and GIS.
- Willingness to apply herbicides for invasive species control.

Member Benefits Include:

- Housing may be available.
- 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:

- Must provide own transportation to and from Ridgefield National Wildlife Refuge.
- Organizational vehicle is available for service activities. Member may not be covered by organization's vehicle insurance policy under all circumstances (gross negligence of driver).

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 – Jennifer Brown-Scott at Jennifer.brown@fws.gov. 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? – Please Contact, Jennifer Brown-Scott at Jennifer_brown@fws.gov or (360) 887-3883.

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

AN EQUAL OPPORTUNITY EMPLOYER