



AmeriCorps Position Description

Position Title: Environmental Ed. and Interpretive Specialist

Project Sponsor: 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: US Dept of Fish & Wildlife, Ridgefield NWR - Ridgefield, WA

Position Summary: The AmeriCorps member will assist in the planning, scheduling, and implementation of Environmental Education & Interpretation Programs at Ridgefield NWR. The Member will work with Refuge staff and multiple partners to deliver programming to diverse audiences including the general public, local school groups, civic organizations, and youth groups. Through direct contact with the public, they will deliver natural/cultural interpretation to visitors, better connect youth to natural world around them, and promote the Refuge's conservation role. The member will spend a considerable amount of time outdoors in these endeavors. The Member will participate in community and outreach events, present off-site presentation, lead educational hikes/talks, work with public use volunteers, and staff the Plankhouse for group visits and for regular weekend visitation. The Member may lead citizen science and service learning projects on the Refuge. The member will have the opportunity to learn about all of the Refuge's major recreational programs. The tasks are divided as follows: Outreach/Interpretation/Education (50%); Planning and Coordination (25%); Visitor Services (15%); and Administration (10%).

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

- Lead environmental education, interpretation, and outreach programs with the help of volunteers
- Guide natural/cultural resource walks/talks to diverse audiences on the Refuge
- Work with Refuge partners to implement events and programs
- Create Outreach and Interpretive materials
- Staff the Cathlapotle Plankhouse for group visits, school visits, and regular weekend hours of operation
- Lead special citizen science programs and service learning programs
- Represent the Refuge at off-site talks, fairs, workshops, festivals, and outreach events
- Staff special summer/spring summer family oriented programming
- Assist with teacher's workshops and volunteer trainings.
- Schedule, staff and present off-site talks and presentations to multiple audiences
- Plan special programming and events
- Serve on BirdFest Planning and Environmental Education Committee
- Plan citizen science and service learning opportunities
- Work with local schools to promote Refuge events and programming
- Assist with Visitor Services tasks for all Refuge programs
- Trail/Road Surveys and monitor public trends.
- Greet visitors and staff the contact station and maintain facilities as needed.
- Update and edit website.
- Produce fliers and outreach materials and stock materials when needed.

- Track program successes and attendance for special programming for grant and Service reports
- 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, students, the public, and volunteers
- Experience in education and/or interpretation
- 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
- 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 leading interpretive programs and educational programs to diverse audiences
- Experience planning and implementing special day programs and outreach events
- Strong communication skills, as public speaking is integral to the position

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:

- 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 – Eric Anderson at eric_anderson@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? – Contact: Eric Anderson at eric_anderson@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

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