



AmeriCorps Position Description

Position Title: Environmental Leadership Coordinator

Project Sponsor: The Job Council - <http://www.jobcouncil.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: Job Council offices at 1545 Harbeck Plaza, Grants Pass and 673 Market Street, Medford, OR. Position will be based in Grants Pass with occasional projects in Jackson County.

Position Summary: The AmeriCorps Leadership Coordinator will develop leadership and service-learning opportunities in the community with which to engage youth. The coordinator will align program curriculum with school /GED standards to support academic credits/application toward educational goals.

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

- Develop community service, environmental awareness, and educational opportunities that are appropriate for youth ages 16-24 and meet the needs of schools, youth and community partners.
- Direct work with youth on forestry related projects both in the field and in the classroom.
- Mentor and be a role model for at-risk youth.
- Develop environmental awareness, resource conservation and gardening service learning curriculum that is aligned with school credit requirements.
- Introduce and provide hands-on learning opportunities to students regarding environmentally aware construction products.
- Research community needs to identify activities, serve as community liaison to promote The Job Council Youth Program and AmeriCorps opportunities.
- Assist in classroom activities for Youth Educational Stewardship program, Medford Youth Corps, Rogue Valley YouthBuild and other youth services.
- Maintain records regarding youth attendance, punctuality, socialization skills, teamwork, and other work ethic and leadership qualities. Document activities, narrate progress, and discuss with crew leaders, employment counselors and teachers.
- 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 establish and maintain effective working relationships with students, Job Council staff, employers, various high school/community college staff, public land management agencies and the public.
- Ability to act independently.
- Be self-motivated, creative, responsible and resourceful.
- Ability to relate well to youth ages 16-24.
- Possess excellent organizational and interpersonal communication skills.
- Be willing to work flexible schedule when necessary.
- Have a cooperative manner and the ability to work as part of a team.

- Valid driver's license, clean driving record and ability to provide documentation.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possess 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:

- Minimum of one year experience working with youth population.
- Interest or experience in natural resources, environmentally friendly construction and/or biology.

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:

- Company vehicle is available for service activities and member is covered by vehicle insurance policy.

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 – Tiffany Grimes at tiffanyg@jobcouncil.org. 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 following materials to Susan Navrotsky at susan.navrotsky@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 the NWSA office with an original signature.

Questions about the position? Contact: Tiffany Grimes and tiffanyg@jobcouncil.org or 541-776-5100 ext. 2166

General questions about AmeriCorps, NWSA or our recruitment process? Contact:

Susan Navrotsky
Statewide Individual Placement Program Coordinator
NWSA Lower Columbia Center
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Portland, OR 97214
(503) 234-2383 ext 106
(503) 232-0166 (fax)
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