



## **AmeriCorps Position Description**

**Position Title:** Farm to School Coordinator

**Project Sponsor:** CREST: West Linn-Wilsonville School District [www.crest.wlww.k12.or.us](http://www.crest.wlww.k12.or.us)

**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](http://www.nwserviceacademy.org)

**Project Location:** CREST 11265 Wilsonville Rd, Wilsonville OR. 97070

**Position Summary:** The Farm to School Coordinator will help establish a farm program on a school district-owned farm site. Approximately 50% of the member's time will be spent on this farm to school initiative and the remaining time will be spent supporting all of the K-12 environmental education projects that CREST is engaged in. General activities will include restoration, field research and inquiry, waste reduction, hands on projects, field trips and gardening with thirteen schools. The farm to school initiative will include managing the farm site, creating an internship program for students, recruiting volunteers, and serving closely with district Nutrition Services to integrate more food into the school cafeterias.

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

- Managing, planning, maintaining approximately one acre vegetable garden
- Recruiting volunteers to help maintain farm and educate K-12 students
- Helping with the creation of an internship program for middle school and high school students at the farm
- Assisting with CREST place-based projects, restoration projects, waste reduction activities, field inquiry and monitoring activities with K-12 students
- Advising teacher leaders at school gardens in 13 district schools
- Serving closely with Nutrition Services to integrate fresh vegetables into the school lunch program
- Leading field trips, after school programs and summer camps
- 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, training's, 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:**

- Personal vehicle is required for service activities; mileage is reimbursed.
- Must have valid Driver's license, clean driving record and provide documentation
- Must provide additional fingerprints and background check. Fees reimbursed for member.
- Desire to work with a diverse range of students (pre-K through 12)
- Ability to lead both small & large groups in educational activities
- Confidence in recruiting, communicating with & managing adults (volunteers & school staff)
- Independent & self-motivated
- Willingness to work outdoors (in all types of weather) with tools/do physical labor
- Serve occasional evenings & weekends
- 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:**

- Strong organizational and interpersonal communication skills
- A cooperative manner & the ability to serve as part of a team
- Experience with restoration and/or monitoring activities
- Understanding of sustainability concepts
- Experience working on an organic farm or comparable experience
- Experience teaching farming concepts and skills
- Previous teaching (informal or formal) experience
- Biology, environmental science or natural history background

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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:**

- Bus service and WES train service available to CREST site
- Use of district vehicle for trips between schools

---

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

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

**Service Dates:** September 20, 2010 - August 12, 2011

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – Bob Carlson at [carlsonb@wlwv.k12.or.us](mailto:carlsonb@wlwv.k12.or.us):

- **résumé**
- **cover letter**
- **contact information for three references**

*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 to NWSA:**

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to Sherrie Jackson via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or delivered to our office with an original signature (no fax).

**Questions about the position?** Contact: Bob Carlson, CREST Director at [carlsonb@wlwv.k12.or.us](mailto:carlsonb@wlwv.k12.or.us) or 503-673-7349

**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