



AmeriCorps Position Description

Position Title: Education and Outreach Coordinator

Project Sponsor: Walama Restoration Project www.walamarestoration.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: Eugene, Springfield, and Walterville (approximately 15 miles from Eugene). WRP's downtown office is located at 454 Willamette Street, #204, Eugene, OR.

Position Summary: This position will play an important role in new programs that integrate on-the-ground land restoration, education, and native plant propagation activities that build a sense of place for local youth and other community members. Goals for these programs include strengthening community outreach and participation in watershed restoration, and expanding school-based environmental education programs. The member will spend 60% of his/her time recruiting volunteers, and coordinating and facilitating projects in the field; 30% of his/her time planning activities and organizing materials for educational activities, 5% of his/her time traveling to and from sites; and 5% of his/her time performing office duties related to program activities. Tasks will include recruiting volunteers for monthly restoration events, leading environmental education programs in schools, and coordinating a volunteer-based seed propagation program.

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

- Recruit, coordinate, and lead volunteers in on-going monthly restoration activities at various natural areas throughout Eugene.
- Coordinate and recruit households and nearby schools to participate in a new backyard native seed propagation program that supports upland prairie and riparian restoration work throughout Eugene.
- Manage and implement a weekly upland prairie education and seed propagation program at Walterville Middle School. The program supports a restoration project in the Lower McKenzie watershed.
- Assist in planning and leading environmental education and field restoration activities for elementary, middle, and high school students in both the classroom and field. Activities will be facilitated in Eugene and Springfield.
- Assist in designing and tailoring WRP lesson plans to meet the needs and schedules of a variety of time-constrained school groups.
- Solicit donations of project materials.
- Assist with general office duties related to position.
- 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:

- We seek an independent, self-motivated, and creative individual who enjoys teaching environmental education, recruiting volunteers for restoration projects, and working outdoors with various groups of people.
- Desire to serve with people to promote education, environmental stewardship, and an ethic of service.
- Communicate and interact in a positive, professional manner with various populations such as: project partners, agencies, community volunteers, students, and the general public.
- Serve on weekends at least once per month.
- Strong organizational and interpersonal skills.
- A cooperative manner and willingness to learn and retain new skills related to restoration and outdoor environmental education.
- Personal vehicle is required for service activities and mileage reimbursement is provided. Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to lift up to 50lbs.
- 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:

- Previous experience working in environmental education a plus.
- Ability to recruit and manage volunteers.
- Interest or experience in restoration ecology, botany, and/or environmental studies.
- Ability to multi-task and stay organized.
- Familiarity with the Southern Willamette Valley region is helpful, but not required.
- A strong desire to work effectively with youth from diverse backgrounds.
- Familiarity with Windows, Microsoft Publisher, Adobe Pagemaker, and web design a plus.

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:

- Personal vehicle is required to get to service sites.

Application Deadline: July 10, 2009.

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 –Yotokko Kilpatrick at yotokko@walamarestoration.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 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: Stephanie Schroeder, Executive Director, at steph@walamarestoration.org or 541-484-3939

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

Susan Navrotsky
Statewide Individual Placement Program Coordinator
NWSA Lower Columbia Center
55 SE Main Street
Portland OR 97214
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