



## **AmeriCorps Position Description**

**Position Title:** Volunteer, Education & Outreach Assistant (1 Position)

**Project Sponsor:** Bicycle Alliance of Washington <http://www.bicyclealliance.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](http://www.nwserviceacademy.org)

**Project Location:** 309A Third Ave S, Seattle, WA 98104

**Position Summary:** The Bicycle Alliance of Washington Volunteer, Education, and Outreach Assistant, is a 40 hour a week position from January to November 2010. The duties are divided equally between assisting with the creation and implementation of two comprehensive programs, and include:

- Recruitment, training, and retention of volunteers, and;
- Development of a training presentation about the Bicycle Alliance as an education organization and how it can serve as a resource for communities.

Responsibilities include assisting with research, program development, PR/marketing, community outreach, and some database management. This position works closely with Alliance staff and reports to the Executive Director.

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

1. Development of PR and Marketing strategies for Volunteer recruitment
2. Volunteer recruitment at events, and within Alliance membership
3. Volunteer training and development of existing and new Alliance members
4. Research and development of educational materials and information
5. Community outreach throughout Washington State
6. PowerPoint presentation development
7. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
9. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Bachelor's degree or experience in a related field
3. Proficient in Microsoft Office programs, including PowerPoint, Excel, Word
4. Demonstrated ability to work independently, maintain self-motivation
5. Demonstrated leadership in a team setting working with staff, volunteers, and others to accomplish program objectives
6. Interest in community service, bicycle related issues, and volunteer development
7. 21 years of age or older, at beginning of service term.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
10. Ability to commit to the full term of service for which they are applying.

**AN EQUAL OPPORTUNITY EMPLOYER**

11. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
12. Regular and reliable attendance.
13. 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:**

1. Demonstrated ability to complete simultaneous project in a timely manner
2. Highly motivated, self-directed
3. Organized
4. Creative, flexible
5. Positive attitude and sense of humor
6. Excellent interpersonal skills

### **Member Benefits Include:**

1. A total taxable living allowance (before taxes) of \$1,140 per month (\$11,400 for the 10-month term).
2. 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, 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.

### **Transportation Information:**

1. While personal vehicle is not required for this position, Intern is responsible for transportation to and from 3-4 mandatory trainings in Trout Lake, WA, including an initial eight-day orientation (lodging included in trainings).
2. Organizational vehicle is available for service activities.
3. Project site is accessible by public transportation.

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

**Interviews:** Will interview as qualified applications are received.

**Service Dates:** January 11, 2010 - November 19, 2010

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 1700 hours

### **How to apply:**

**Step 1** - Complete your application in one of the following two ways:

Online at the AmeriCorps website **AmeriCorps Application** [www.americorps.gov/Default.asp](http://www.americorps.gov/Default.asp)

If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**.

-Select the position listing and click "Apply Now" at the bottom of the page.

### **OR**

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

**Step 2** - Send resume and cover letter to Amanda Green at [mac@esd112.org](mailto:mac@esd112.org).

**Questions?** Contact Amanda Green at 509-395-3465.