



AmeriCorps Position Description

Position Title: Volunteer Coordinator (1 Position)

Project Sponsor: USDA Forest Service - Deschutes National Forest <http://www.fs.fed.us/r6/centraloregon/>

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: 1230 NE 3rd St Suite A-262, Bend, OR 97701

Position Summary: Wanted: self-starting individual with great people skills, experience managing databases and tracking spreadsheets, with a love for the outdoors - especially trails. This individual will be involved in the coordination of volunteers and pairing them up with the right job suited to their skills. The Intern will need to be comfortable dealing with numerous people of all types who are choosing to volunteer their services to the Forest. The Intern will be responsible for completing and tracking appropriate paperwork and entering it into a tracking database. Ideal candidates will have experience working in a small coordination and planning group with the goal of hosting a volunteer training. Practical skills in trail maintenance techniques is preferred but not required.

This individual will work with various USFS employees in the trails and Wilderness program. The Deschutes National Forest is a premier all-season recreation forest, with stellar weather and a wide variety of opportunities which draw people to the area. Many of these people choose to give back to the Forest by volunteering.

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

1. Overall coordination and tracking of volunteers.
2. Identifying and describing work to be accomplished.
3. Pairing people and jobs (with staff).
4. Completing paperwork and tracking information in databases.
5. Working with staff to coordinate logistics with volunteers.
6. Working on a team to plan volunteer training.
7. End of season report of accomplishments.
8. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Personal vehicle is required for service activities and mileage reimbursement is approved.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. Ability to work well with people of all types.
4. Experience coordinating activities.
5. Efficient with paperwork.
6. Computer skills, with emphasis in databases and spreadsheets.
7. Organization skills.
8. Meeting management skills.
9. 21 years of age or older, at beginning of service term.

AN EQUAL OPPORTUNITY EMPLOYER

10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.
13. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
14. Regular and reliable attendance.
15. 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. Trail maintenance experience.
2. Winter sports and snowmobile experience.

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.
6. Low cost housing is provided for this position.

Transportation Information:

1. Personal vehicle is required for this position.
2. Organizational vehicle is available for service activities.
3. Project site is not accessible by public transportation.

Application Deadline: Will occur as qualified applications are received.

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

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!A57**.

-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.

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