



## **AmeriCorps Position Description**

**Position Title:** Community Stewardship Coordinator (4 Positions)

**Project Sponsor:** USDA Forest Service - Mt. Hood National Forest <http://www.fs.fed.us/r6/mthood>

**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:** Zigzag, Clackamas, Hood River & Barlow Ranger Districts, Mt. Hood National Forest, OR

**Position Summary:** Hiring one intern for each of the following Ranger Districts:

Clackamas Ranger District: Estacada, Oregon 97023

Zigzag Ranger District: Zigzag, Oregon 97049

Hood River Ranger District: Parkdale, Oregon 97041

Barlow Ranger District: Dufur, Oregon 97021

The interns will assist district personnel, managers and local partners in the planning and implementation of various community engagement/volunteer projects on the districts. This would include volunteer management, recruitment, tracking and safety oversight. The interns would also assist local communities with developing conservation education projects that promote understanding of natural resources including, fire, wildlife, fisheries, botany and silviculture. The interns will assist district personnel in the accomplishment of program projects by arranging volunteer and community stewardship work days and projects.

The intern will work with Forest volunteer coordinators and project managers to utilize existing volunteer groups and organizations to accomplish work. Recruitment for projects will also be key. Coordinating between many partners may be required for a project accomplishment.

\*\*\*For 2010- The Forest will be focusing on increasing the diversity of people using the National Forest. Contact with a variety of ethnic groups and diversity organizations will be expected. Bilingual speaking skills will be highly beneficial including Spanish and Russian.

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

1. Coordination of community stewardship projects on the unit by working with district staff in identifying priorities and needs. Provide logistical and, as needed, technical support on projects including field leadership/supervision of volunteers and partners.
2. Tailor stewardship project activities to meet the needs and schedules of a variety of community groups such as schools, youth programs, and corporate groups.
3. In concert with unit staff, plan and lead environmental education activities for K-12 students in both the classroom and the field.
4. Work with forest SYVH staff to develop a system for the recruitment, training, coordination and tracking of volunteers. Assist in updating and maintaining forest volunteer website.
5. Expand the number and type of volunteer opportunities available at the unit. Collaborate with staff to research volunteer needs and develop volunteer position descriptions.
6. Assist in the development of grant proposals for community stewardship and natural resource enhancement/restoration projects.
7. Assist unit staff with field survey work and project implementation in the field. Field surveys include, but are not limited to, spawning surveys, botanical surveys, wildlife surveys, stocking surveys and the like.
8. Assist in updating and maintaining the Forest Volunteer website with assistance from Forest Webmaster.
9. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team

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meetings and national service days.

10. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
11. 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. Ability to communicate both verbally and in written documents.
3. Be flexible in scheduling and working with a wide variety of employees and public contacts
4. Be able to coordinate many tasks at once and set priorities for task completion.
5. Be able to work inside and outside. Outside work involves hiking on trails and through project areas, meeting with volunteers at project sites.
6. 21 years of age or older, at beginning of service term.
7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
11. Regular and reliable attendance.
12. 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. Computer skills - Word, Excel and e-mail communication
2. Volunteer management experience - recruitment, project supervision
3. Organizational experience - keeping good records

### **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. 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). Service sites are rural and are not accessible by public transportation.
2. Personal vehicle is recommended to get to service site.
3. Organizational vehicle is available for service activities.

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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.