



AmeriCorps Position Description

Position Title: Conservation Corps Project Coordinator (1 Position)

Project Sponsor: Mount St. Helens Institute <http://www.mshinstitute.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: 42218 NE Yale Bridge Rd, Amboy, WA 98601

Position Summary: The Mount St. Helens Conservation Corps exists as a volunteer organization whose purpose is to enhance, restore, protect and build trails in the Mount St. Helens National Volcanic Monument and Gifford Pinchot National Forest. The goals of this position include: using approximately 45% of time to create, organize, host and evaluate up to 20 trail and facilities maintenance projects from April to October 2010; 15% of time to support the training and management of summer Conservation Corps interns and seasonal volunteers; 20% of time to recruit volunteers and partner groups to help with volunteer projects; 15 % of the time to seek funding through in-kind donations to support the 2010 season of volunteer projects and 5% of time to honor and acknowledge volunteers.

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

1. Create a plan for 2010 Volunteer Projects. IE. Scheduling where, when and with whom volunteer work parties will take place. This is done through communication with Forest Service, Mount St. Helens Institute (MSHI) staff and partners.
2. Help to recruit and train summer interns for the trail working season.
3. Work together with summer interns to inventory, repair and procure appropriate equipment and/or donations for each volunteer project.
4. Recruit volunteers to work projects using a variety of methods that may include; scheduling and attending tabling events, online websites, attending various user group meetings, working with local colleges, utilizing the support of fellow volunteers.
5. Communicate with volunteers, partners, donors and other staff before each event and advice on place, time, what to bring and other details of the work party event.
6. Work together with summer interns to organize, set up, and coordinate the complete implementation of the volunteer work party events on the day of each event.
7. Submit written reports documenting all aspects of the completed volunteer work parties.
8. Evaluate all components of projects with an eye towards constant improvement.
9. Work with the Volunteer Programs Director and summer interns to acknowledge volunteers on an ongoing basis.
10. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
11. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
12. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
2. Personal vehicle is required for service activities and mileage reimbursement is approved.
3. Must have a valid driver's license, clean driving record and ability to provide documentation.

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4. Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
5. Crew Leaders must be willing and able to camp in remote settings during multi-day work parties, and should enjoy interacting with volunteers during campouts.
6. Crew Leaders must have excellent outdoor recreational skills including backpacking and navigation (reading maps, using compasses and gps systems) this person must have the desire and skill to educate the public about these skills.
7. Crew Leaders should have excellent customer service, organization, supervisory and communication skills, and a desire to work with the recreating and volunteering public.
8. Crew Leaders should have some background experience with trail maintenance and resource protection/restoration concepts.
9. Crew leader must be able to frequently hike up to 15 miles over steep and rocky terrain packing maintenance tools, safety equipment and provisions for self and extra for emergency.
10. Crew Leader must be able to drive a manual transmission vehicle
11. 21 years of age or older, at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full term of service for which they are applying.
15. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
16. Regular and reliable attendance.
17. 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. Understanding of basic Leave No Trace or Tread Lightly ethics.
2. Background knowledge with advanced first aid, CPR, Wilderness First Aid other emergency medical assistance.
3. Understanding of biological or geological concepts.
4. Knowledge of local area user groups or organizations for volunteer recruitment/partnership building.

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. Free 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.
4. Personal vehicle is recommended to get to service site.

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

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

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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.