



AmeriCorps Position Description

Position Title: Outreach & Youth Associate (1 Position)

Project Sponsor: Mountains to Sound Greenway Trust <http://mtsgreenway.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: 911 Western Ave Suite 523, Seattle, WA 98104

Position Summary: The Outreach & Youth Associate will be heavily involved in the maintenance and growth of public involvement and stewardship in the Mountains to Sound Greenway. The Greenway Trust Volunteer Program currently includes several hundred volunteer events each year conducting tree planting, invasive plant removal, trail work and other enhancements on public lands in the corridor. The Associate will be integrally involved in volunteer recruitment and public outreach, while helping lead both mid-week and weekend volunteer events for youth groups, schools, corporate teams, and individuals. In addition, the Associate will assist in the coordination and implementation of the Greenway Summer Camps, which engage youth ages 10-18 in environmental stewardship through weeklong day camps. During the summer, the Associate will help energize hundreds of youth about environmental stewardship by leading volunteer projects for various youth groups and summer programs, including the Greenway Summer Camps. This position is ideal for an outgoing, energetic, organized individual with experience working with the public—especially youth—and a passion for the outdoors.

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

1. Outreach: Advertise events with local media and finding other creative ways to inform students, employees and retirees, faith-based organizations, and other diverse groups about volunteer opportunities.
2. Recruitment: Research and attend volunteer recruitment fairs at schools, businesses, community festivals, etc.
3. Event Leadership: Lead field events in the Greenway, including Saturdays and other events during the year, which includes developing relationships with and educating volunteers about the Greenway, site history, and other relevant information.
4. Summer Camp: Assist in the preparation and implementation of the Greenway Summer Camps, including outreach, registration, communications, scheduling, leadership, and recognition.
5. Coordination: assist in volunteer event registration, emailing detailed project information for each event, and track volunteer involvement in the Greenway database, which includes detailed data entry.
6. Recognition: writing thank-you letters and sending out personalized notes, t-shirts and mugs.
7. Other tasks as requested.
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. Outstanding organizational skills and attention to detail.
4. Proven personal initiative and ability to handle multiple tasks and projects in a fast paced environment, to prioritize,

AN EQUAL OPPORTUNITY EMPLOYER

- use good judgment, and problem solve.
5. Strong written communication and public speaking skills.
 6. Professional demeanor.
 7. Demonstrated experience as a team player.
 8. Experience working with volunteers and a passion for leading and working with youth
 9. Flexible schedule to enable attendance at regular weekend events (most Saturdays) and occasional evening meetings.
 10. 21 years of age or older, at beginning of service term.
 11. U.S. citizen, national or lawful permanent resident.
 12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
 13. Ability to commit to the full term of service for which they are applying.
 14. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
 15. Regular and reliable attendance.
 16. 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. Associate's or Bachelor's degree preferred.
2. Experience with marketing and outreach.
3. Education or experience in natural resource fields.
4. Standard computer skills as well as experience with database management (including Microsoft Office, especially Access).
5. Experience with restoration and trail maintenance techniques.
6. Previous summer camp leadership experience.
7. Wilderness First Aid (or higher) and CPR training desired.

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. We can assist the member in finding low cost housing.
7. Seattle Metro Bus Tickets/Monthly Bus Pass to cover all transportation to Seattle Office.
8. Reimbursement for mileage incurred while traveling to Issaquah Field Base for Volunteer Events.

Transportation Information:

1. Personal vehicle is required for this position.
2. Project site is accessible by public transportation.
3. Personal vehicle is recommended to get to service site.
4. Bus tickets are available for service activities.

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

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.