



AmeriCorps Position Description

Position Title: Sisters Volunteer Bank Coordinator (1 Position)

Project Sponsor: National Forest Foundation <http://www.nationalforests.org> and <http://www.sisterscountry.com>

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: Sisters, OR

Position Summary: The Volunteer Bank Coordinator will develop the Sisters Volunteer Bank in the rural and outdoor-recreation focused community around Sisters, Oregon. The Volunteer Bank is a new program and partnership between the NFF and the Sisters Area Chamber of Commerce to support increased conservation and community volunteerism. He/she will communicate with volunteers, nurturing a hands-on stewardship ethic. The Volunteer Bank's registration format will facilitate advertising projects with volunteers and communication with them to build a long-term "habit" for volunteering. The Volunteer Bank will supplement participating organizations' efforts to gather volunteers, reaching beyond the 'regular crowd' to people seeking new experiences with volunteering, and will support the Forest Service in implementing key recreation and conservation projects.

Goals For The Position:

- Set up the Sisters Area Volunteer Bank and populate the database with volunteer projects (20%)
- Communicate within the community about the Volunteer Bank - Promote the service to partners with volunteer opportunities, and community members who want to volunteer (30%)
- Manage and pursue media contacts to promote volunteer activities linked to the Volunteer Bank (5%)
- Operate volunteer days as a co-host with local nonprofits and the Forest Service (35%)
- Coordinate at least two NFF-signature *Friends of the Forest*® Volunteer Days with the NFF and Forest Service as co-hosts (10%)

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

1. Build partnerships with local partners to shape & provide Volunteer Bank service: Meet with nonprofits; Meet with Chamber of Commerce members; Meet with Forest Service; Populate the Volunteer Bank system with projects in the 2010 season
2. Initiate Sisters Area Volunteer Bank: Work with Hands-On software or VolunteerMatch.org website to set up Volunteer event registration system
3. Build outreach to communicate with potential volunteers: Promote volunteer bank and website in local media; Make presentations to local groups, Community Action Team, etc. - Promote volunteerism as a way of engaging in the Sisters area experience; Respond to & communicate with volunteers and facilitate their engagement in future projects
4. Develop at least two *Friends of the Forest*® Day volunteer events in the Whychus & Metolius watersheds on Forest Service land
5. Manage volunteer operations: Work with partners to host conservation projects (estimate 65% of events), and projects addressing community arts, housing and education priorities (estimate 35% of events) - Coordinate with project sponsor nonprofits/Forest Service/others to support volunteer experience; Coordinate with crew leaders to ensure readiness of tools and supplies; Staff projects in the field, leading volunteers in project work
6. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.

AN EQUAL OPPORTUNITY EMPLOYER

7. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
8. 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. A talent for working with people; ability to solve and prevent problems by thinking as a partner as well as a leader
4. Proven ability to innovate and get results even when faced with a new task
5. Excellent organization and prioritization skills; ability to handle a multitude of time-sensitive, detailed and partner-integrated tasks
6. Experience with and interest in working with the press
7. Excellent written and verbal communication skills; comfort in speaking to people in small and large groups
8. Demonstrated ability to work both independently and as part of a team
9. 21 years of age or older, at beginning of service term.
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. Experience and comfort in working outdoors, with tools, on recreation facilities
2. Marketing skills and a perspective that enables one to focus on the assets of the Volunteer Bank to be marketed to volunteers, partners and sponsors
3. Press and journalism skills including writing press releases and successful contacts with press
4. Experience with and interest in working with the Forest Service
5. Interest in outdoor recreation, natural resource management and/or volunteer management as a career

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.

Transportation Information:

1. Personal vehicle is required for this position.
2. Personal vehicle is recommended to get to service site.
3. Project site is not accessible by public transportation.

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.