



AmeriCorps Position Description

Position Title: Biological Program Volunteer Coordinator (1 Position)

Project Sponsor: Tualatin River National Wildlife Refuge <http://www.fws.gov/tualatinriver/>
<http://www.friendsoftualatinrefuge.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: 19255 SW Pacific Hwy, Sherwood, OR 97140

Position Summary: The Intern will perform alongside Tualatin River National Wildlife Refuge Wildlife Biologist to recruit and train volunteers for the biological monitoring and habitat restoration programs. The Refuge enjoys tremendous support from both the local community and Friends of the Refuge organization. The Intern will develop training materials and help recruit volunteers to support a self-sustaining biological inventory and monitoring program. In addition, the Intern will develop guidelines for the collection and reporting of biological data and its analysis using computer software such as MS Excel and ArcGIS. The Intern will organize and schedule volunteer biological monitoring activities throughout the year and will assist the Wildlife Biologist in providing technical assistance to volunteers. This data will help Refuge Management make decisions that will support the development of an upcoming long-term management plan (Comprehensive Conservation Plan) to conserve and restore Refuge resources.

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

1. Recruit volunteers that will provide expertise and skills in natural resources.
2. Develop and schedule volunteer biological training sessions using standardized U.S. Fish and Wildlife Service protocols that will assist in the development of the Refuge's Habitat Monitoring Plan.
3. Seek out natural resource experts who can provide volunteers in-depth natural history for a variety of wildlife management programs through scheduled workshops.
4. Expand existing data analysis to investigate population status a variety of key wildlife species.
5. Expand data collection techniques to acquire more in-depth life-cycle information on a variety of refuge wildlife species and their habitat types.
6. Assist in habitat restoration and habitat maintenance activities.
7. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
9. 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 drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
3. Willingness to work as a member of a team.
4. Strong verbal and written communication skills.
5. Ability to communicate and interact with people in a positive and professional manner at all times, including staff, colleagues, partners, and community members.
6. Ability to work outdoors independently for extended periods in a variety of conditions.

AN EQUAL OPPORTUNITY EMPLOYER

7. Maintain a professional commitment to the goals of Tualatin River National Wildlife Refuge.
8. 21 years of age or older, at beginning of service term.
9. U.S. citizen, national or lawful permanent resident.
10. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
11. Ability to commit to the full term of service for which they are applying.
12. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
13. Regular and reliable attendance.
14. 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. Knowledge of wildlife biology and natural resource management.
2. Background in working with volunteers in natural resources.
3. Experience in writing scientific-based reports/documents using word processing and spreadsheet applications.
4. Experience with Geographic Information Systems (GIS).

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. 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).
2. Organizational vehicle is available for service activities.
3. Project site is 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!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.