



AmeriCorps Position Description

Position Title: Volunteer Naturalist 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 Tualatin River National Wildlife Refuge in Sherwood, Oregon, is seeking an AmeriCorps member to serve as a Volunteer Naturalist Coordinator for the Refuge's rapidly-expanding environmental education program. The Coordinator will conduct outreach to community members, non-profit organizations, service clubs, schools, and others to garner interest and support of new volunteers that will assist with student field trips to the Refuge. Key aspects of the project include recruiting, training, scheduling, and nurturing individual volunteer naturalists. In addition, the Coordinator will assist Refuge staff with conducting field trips, teacher workshops, nature festivals, and volunteer recognition events. The ultimate goal is to expand the Refuge's capacity to provide high quality nature education opportunities to Portland area school children in order to foster young generations who care about and care for their natural environment.

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

1. Expand the volunteer environmental education naturalist program capacity by working with staff, Friends of the Refuge and other local organizations and individuals. Nurture existing and train new volunteer naturalists to assist with the growing education program.
2. Conduct outreach to partners, media, service clubs, and others to promote community participation in program.
3. Coordinate volunteer naturalist schedules to provide volunteer support to student field trips.
4. Assist with scheduling and conducting student field-trips to the Refuge.
5. Assist with conducting teacher workshops.
6. Assist in the planning of Refuge Week and Migratory Songbird Festival special events.
7. Assist with planning and conducting volunteer appreciation events.
8. Conduct general office duties in support of the project including mailings, filing, email, and phone.
9. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team 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. Desire to work with people to promote public education, environmental awareness and stewardship.
3. Ability to communicate and interact with people in a positive and professional manner at all times, including staff, volunteers, colleagues, partners, community members, and the visiting public.
4. Willingness to work a flexible schedule, including weekends and some evenings.
5. Willingness to serve as part of a team.
6. Maintain a professional commitment to the goals of Tualatin River National Wildlife Refuge.

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7. Valid driver's license for operating Refuge vehicles during work hours.
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. A self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
2. Desire and ability to work independently.
3. Interest or experience in natural resources and in environmental education.
4. Experience recruiting and managing volunteers.

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.
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

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.

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