



AmeriCorps Position Description

Position Title: Environmental Education Coordinator (1 Position)

Project Sponsor: U.S. Fish and Wildlife Service <http://www.fws.gov/midcolumbiariver/>

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: Othello, WA

Position Summary: The Environmental Education Coordinator will provide environmental education services for both the Columbia National Wildlife Refuge (NWR), the new Environmental Education Center ("Wildlife Discovery Center") at McNary NWR, and will represent the FWS at community outreach programs.

The key goals of the Environmental Educator are to oversee, coordinate and teach environmental education programs on and off the National Wildlife Service's Columbia and McNary Refuges. Opportunities may also arise to participate in projects at Toppenish and Conboy Lake National Wildlife Refuges and Hanford Reach National Monument.

Columbia NWR is located in the Columbia Basin near Othello, in the rain shadow of the Cascade Mountains. The landscape is dominated by rugged cliffs, canyons and arid sagebrush grasslands. Lakes, sloughs, streams and marshes provide diverse habitat for waterfowl and migratory birds.

The McNary NWR encompasses over 15,000 acres of backwater sloughs, shrub-steppe uplands, irrigated farmlands, river islands, delta mudflats, and riparian areas. The education center is located on the Burbank slough, just over the Snake River bridge from the Tri-Cities. McNary NWR is also the location of the Complex headquarters.

Accommodation and utilities are offered on Columbia NWR (Othello, WA), free of charge, in a well-equipped furnished bunkhouse, including a private room, cable TV, telephone, programmable temperature control, large equipped kitchen, and living room.

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

1. Oversee, in coordination with the Central Basin Audubon Society, an environmental education program involving classroom programs and Refuge tours for elementary school children. (40%)
2. Contribute to Refuge projects such as sign planning, trail planning and construction, fencing, with other volunteers or during "all-employee" Refuge staff work events (25%)
3. Coordinate and teach Flying Wild activities (or modifications) at the Sandhill Crane Festival in Othello, WA as well as attend organizational meetings and assist with general duties to ensure a successful Festival. (10%)
4. If schedules don't conflict with Columbia's Audubon Program, teach environmental education classes for McNary NWR Environmental Education Program in a Refuge setting (10%)
5. Assist in the development and production of the educational displays and hands-on exhibits and activities at the McNary Environmental Education Discovery Center (5%)
6. When wildlife monitoring programs at the refuges in the Mid-Columbia River NWR Complex occur, and time permits, assist wildlife biologists to monitor wildlife, with the purpose of broadening exposure to the Refuge system and gathering materials for lesson planning (5%)
7. Provide Community Outreach learning stations at traditional events in Othello, Tri-Cities and surrounding communities (2%)

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8. Participate in a leadership capacity in events open to the general public and run by the Mid-Columbia River NWR Complex such as International Migratory Bird Day, Wood Duck Day, Hunter's Clean-Up Day, Greenwing Day, and teacher trainings. Assist in the planning and implementation of programs. (2%)
9. Oversee, coordinate and teach at the "Hey Kids" children's camp (one week) (1%)
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. An educational background in environmental education, natural resources and knowledge of ecological principles and environmental education techniques.
2. Ability to work independently, without direct supervision and be flexible in scheduling and change.
3. Ability to teach elementary to high school age children enthusiastically.
4. Ability to develop teaching materials from basic materials, and contribute to exhibit displays.
5. Energy and ability to work with all ages effectively.
6. Ability to drive a four-wheel drive truck, SUV and/or hybrid vehicle.
7. Knowledge of Microsoft Word, PowerPoint Presentations and to be able to use the internet effectively.
8. Personal vehicle is required for this position.
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. Ability to identify principal birds and plants of the shrub-steppe environment or willingness to learn quickly.
2. Ability to enthusiastically teach elementary to high school age children in an outdoor setting, or as a guest in their classrooms.
3. Energy and ability to work with all ages, including seniors, effectively and with respect.
4. Website development computer skills (Adobe Illustrator, Dreamweaver)
5. Enjoys working with people, and does not object to getting muddy, wet, or wind-blown.
6. Knowledge of first aid and confidence to use it in emergencies.
7. Possesses a positive attitude towards hunting, and hunters and fishermen.

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.
7. Professional development, trainings and networking opportunities.

Transportation Information:

1. Personal vehicle is required for this position.
2. Organizational vehicle is 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:

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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.