



AmeriCorps Position Description

Position Title: Urban and Community Forestry Outreach Coordinator

Project Sponsor: Oregon Department of Forestry www.odf.state.or.us/UF

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: ODF office at 2600 State St. in Salem, plus field work throughout Oregon

Position Summary: ODF is looking for someone to serve as Urban and Community Forestry Outreach Coordinator, working with smaller cities throughout the state to help communities organize and conduct tree planting and tree inventory projects and helping promote Arbor Week. The Coordinator will work with Community Assistance Foresters to generate interest in tree planting and tree inventory projects, help organize volunteers and project details, conduct education activities, and coordinate all project activity in partnership with local contacts. This is a great way to see different parts of Oregon, make a positive impact in a local community, and help people find their own role in addressing issues like climate change and environmental sustainability. This assignment combines working with people and working with trees to help improve the quality of life in cities, and the AmeriCorps member will gain a great deal of experience in urban forestry and community service.

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

- Collaborate with staff to plan and implement tree planting and tree inventory projects.
- Conduct outreach to engage community members in tree planting and tree inventory projects.
- Teach tree planting techniques to local staff, volunteers, and students.
- Organize and conduct tree inventory data collection using hand held PDAs.
- Provide training, technical assistance and support to volunteers to improve the urban forest.
- Solicit donations of project materials and recruit volunteers as necessary.
- Develop community partnerships that support the service-learning efforts of students as appropriate.
- Help cities develop a system for the recruitment, training, coordination and tracking of volunteers.
- Coordinate informal education opportunities to help local residents appreciate the benefits of trees.
- Promote Arbor Week and help people connect with tree planting as a response to climate change.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Working knowledge of landscape tree identification.
- Knowledge of basic tree care principles.
- Willingness to travel throughout Oregon, including periodic evening or weekend work.
- Must have a valid driver's license, clean driving record and ability to provide documentation of such.
- Computer experience with Word, Excel, and Outlook.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.

- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- 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:

- Bachelor's degree in a natural resources related or environmental sciences field.
- Ability to write and speak persuasively about the value and importance of trees.
- Tree identification skills and a high level of communication and organizational skills will make the difference for the successful candidate.
- Ability to work independently when required and exercise good judgment.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- 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 or 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.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

Transportation Information:

- A state-owned vehicle is available for service activities. Member is covered by vehicle insurance policy. Must have clean driving record.
- ODF office is on a public transportation line.

Application Deadline: July 1 or On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: September 15, 2008 – August 18, 2009

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11 months)

How to apply:

Step 1 - Email your résumé and cover letter to the Project Sponsor for this position – Paul D. Ries at pries@odf.state.or.us. Please include the names & contact information for three references. The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

Step 2 - Complete an application online at the AmeriCorps website <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, you must create a profile by clicking "[Apply to Serve](#)."
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name Northwest Service Academy.
4. Select the position listing and click "Apply Now" at the bottom of the page.

Questions about the position? Contact: Paul D. Ries at pries@odf.state.or.us or 503-945-7391

General questions about AmeriCorps, NWSA or our recruitment process? Contact:

Susan Navrotsky, Statewide Individual Placement Program Coordinator

NWSA Lower Columbia Center

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