



AmeriCorps Position Description

Position Title: Stewardship Coordinator/Education Assistant

Project Sponsor: Columbia Slough Watershed Council

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: Columbia Slough Watershed Council, Whitaker Ponds Nature Park, Northeast Portland

Position Summary: The Stewardship Coordinator/Education Assistant will support our current stewardship activities, develop new restoration projects, assist with educational presentations, and assist with community outreach activities. S/he will continue stewardship activities including Stewardship Saturdays and Eyes on the Slough volunteer monitoring, as well as, create new restoration projects in the watershed. S/he will be responsible for coordinating these programs, including volunteer recruitment, training, supervision, and tracking. S/he will work with the Education Director to present our K-12 and college environmental science education programs at field trips and in classrooms. S/he will assist with our community outreach events. Goals in order of priority are 1) Provide significant stewardship opportunities for volunteers in restoration and monitoring and lead restoration projects in support of the Columbia Slough Watershed Action Plan (50%); 2) Work with Education Director to plan and present at field trips and in classrooms (40%); 3) Work with Outreach Director for community events (10%).

General Responsibilities (to include, but not limited)

- Plan, organize, and manage a minimum of six stewardship activities to restore the watershed
- Continue Stewardship Saturdays, a monthly volunteer event for restoration activities
- Support Eyes on the Slough volunteer monitoring program with recruitment of new volunteers, trainings, quarterly meetings, and a volunteer appreciation activity
- Provide training for stewardship volunteers
- Manage Whitaker Slough restoration project with private landowners
- Outreach to engage students and community members in volunteer restoration and monitoring
- Work with the Education Director to deliver K-12 student field trip and classroom presentations
- Work with the Outreach Director to present special community events
- 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:

- Experience, education, and skills in restoration and monitoring activities
- Independent, self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people
- Experience in working with youth
- Strong organizational, activity planning, and interpersonal communication skills

- Ability to work cooperatively
- Desire to teach diverse groups environmental stewardship and science
- Serve on evenings and weekends
- Experience organizing and working with volunteers
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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:

- Spanish speaking
- Experience with small watercraft including canoes and kayaks
- Experience, education, and skills in environmental science, biology, or botany

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:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation (1/4 mile from bus stop).
- Mileage reimbursement based on IRS rate for use of personal vehicle

Application Deadline: 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 - Jane Van Dyke at jane.vandyke@columbiaslough.org. 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 your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
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: Jane Van Dyke at jane.vandyke@columbiaslough.org or (503) 281-1132

General questions about AmeriCorps, NWSA or our recruitment process? Contact:
Sherrie Jackson
Recruitment Coordinator
NWSA Lower Columbia Center
55 SE Main Street Portland OR 97214
503-234-2383 ext 108
fax 503-232-0166
email: sherrie.jackson@esd112.org

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