



## **AmeriCorps Position Description**

**Position Title:** Wildlife Center Coordinator

**Project Sponsor:** Tualatin River National Wildlife Refuge <http://www.fws.gov/tualatinriver> and <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](http://www.nwserviceacademy.org)

**Project Location:** Tualatin River National Wildlife Refuge, 19255 SW Pacific Hwy, Sherwood, Oregon

**Position Summary:** The Member will primarily serve to implement the operations of a newly-opened Wildlife Center at Tualatin River National Wildlife Refuge and will recruit, train and nurture volunteers in support of the Refuge's public use program, as well as assist with the development of student and youth environmental education programs. The Member will also have opportunities to participate and lead outreach, interpretation and education programs themselves.(100%)

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

- Expand the Refuge's volunteer development and Wildlife Center operations strategies by working with staff, Friends of the Refuge and other local organizations and individuals.
- Conduct outreach to partners and community groups.
- Conduct interpretive programs and outreach to the community and for Refuge visitors.
- Interact with visitors within the new Wildlife Center.
- Schedule teacher workshops and student field-trips to the Refuge.
- Assist with developing new education activities focused on non-formal education and youth organizations such as the boy and girl scouts.
- Assist in the planning of Refuge Week and Migratory Songbird Festival special events.
- Assist with planning and conducting volunteer appreciation events.
- Conduct general office duties in support of the project including mailings, filing, email, phone calls.
- 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:**

- A valid driver's license is required for operating Refuge vehicles during work hours.
- Desire to work with people to promote public education, environmental awareness and stewardship.
- Communicate and interact with people in a positive and professional manner at all times, including staff, colleagues, partners, community members, and the visiting public.
- Willingness to work a flexible schedule, including weekends and some evenings
- Serve as part of a team.
- 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:**

- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- Desire and ability to work independently.
- Interest or experience in natural resources and in environmental education and interpretation
- Desire and ability to recruit and manage volunteers.
- Strong organizational and interpersonal communication skills in a cooperative manner with the ability to work as part of a team.
- A commitment to goals of Tualatin River National Wildlife Refuge and the U.S. Fish and Wildlife Service.

**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
- A fun, challenging, and rewarding project that will provide opportunities to grow professionally and personally
- Formal and informal trainings and professional development with expertise in outreach, education, biology, wildlife, botany, and public land management.
- Exposure to a wide variety of partners, volunteers, and community members dedicated to similar goals.

**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.

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**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 - [Kim Strassburg](mailto:kim_strassburg@fws.gov) at [kim\\_strassburg@fws.gov](mailto:kim_strassburg@fws.gov). 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: Kim Strassburg, Visitor Services Manager, Tualatin River National Wildlife Refuge, 503-625-5944, [kim\\_strassburg@fws.gov](mailto:kim_strassburg@fws.gov).

**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](mailto:sherrie.jackson@esd112.org)

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