



AmeriCorps Position Description

Position Title: Project Coordinator

Project Sponsor: Jane Goodall Environmental Middle School, www.jgems.net

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: 2805 Lansing Ave. NE, Salem, OR 97301

Position Summary: Field studies are a critical part of the JGEMS experience, giving the students the opportunity to apply their knowledge in a variety of field settings. Our motto is: Look closely, get muddy and always take home the data! We are partnering with a number of organizations to provide our students with the best resources and expertise as they research a variety of topics, including habitat restoration and indepth studies of local animals, plants and ecosystems. The AmeriCorps Project Coordinator will oversee various field projects and facilitate the integration of these projects into the regular school curriculum. The Project Coordinator will work with the school's staff, administration, board of directors, parents and students along with various collaborators, both governmental and non-governmental, who are partnering with JGEMS in science research and environmental restoration projects.

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

- Communicate regularly with representatives from our partnering community organizations.
- Together with representatives from the community organizations, determine the skills and knowledge that students will need to carry out field research projects.
- Create and update a schedule of field trips to accomplish the various project tasks, data collection and restoration work.
- Complete all proper forms to allow students to take part in field projects.
- Work with JGEMS teachers to develop lessons to teach the students the skills and knowledge needed for project activities.
- Assist the classroom teacher at teaching the project lessons.
- Guide and assist students in the implementation and monitoring of their research and restoration projects.
- Assist students in analyzing data and preparing final project reports, including powerpoint presentations.
- 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:

- An independent, self-motivated, creative and resourceful individual who enjoys working outside in the field.
- A valid driver's license and the ability to drive students in small groups to a variety of field sites.
- Ability to motivate and work with small groups of students in the classroom.
- Ability to motivate and work with small groups of students in a variety of field situations, including forests, streams, ponds, marshlands and tidepools.
- Experience in field-based scientific research and knowledge of basic environmental concepts.

- Experience using computers in analyze scientific data and communicate results.
- Strong organizational and interpersonal communication skills.
- A cooperative manner and ability to work as part of a team to educate children aged 11 to 14, and community members.
- A willingness to ask questions for clarification and job completion.
- 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 science-related field.
- Experience with data collection in the field.
- Familiarity with natural history of the Pacific Northwest is helpful.
- Willingness to work a flexible schedule, including some evenings, weekends and/or an occasional Tuesday-Saturday schedule.
- Hold valid first aid and CPR card.
- Fluent in Spanish is helpful.

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:

- Bus tickets are available for service activities.
- Organizational vehicle is available for service activities.
- Personal vehicle is recommended to get to service site.

Application Deadline: June 30, 2009

Interviews: Early July

Service Dates: September 14, 2009 - August 17, 2010

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11months)

How to apply:

Step 1 - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – Marie Carver at Carver_marie@salkeiz.k12.or.us. 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 and submit following materials to Susan Navrotsky at susan.navrotsky@esd112.org.

Application materials can either be completed online at the [AmeriCorps website](#) or downloaded from the NWSA website "[How to Apply](#)" page and submitted via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to the NWSA office with an original signature.

Questions about the position? Contact: Marie Carver at Carver_marie@salkeiz.k12.or.us or (503) 689-2425 or (503) 871-8033

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

Susan Navrotsky
Statewide Individual Placement Program Coordinator
NWSA Lower Columbia Center
55 SE Main Street
Portland, OR 97214
(503) 234-2383 ext 106
(503) 232-0166 (fax)
susan.navrotsky@esd112.org

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