



AmeriCorps Position Description

Position Title: Trails and Maintenance Specialist

Project Sponsor: Oregon Parks and Recreation Department Operations Division - Recreation Programs Unit www.oregonstateparks.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

Project Location: Milo McIver State Park, 24101 S Entrance Rd. Estacada, OR 97023

Position Summary: On January 1, 2009, the landscape of Milo McIver State Park was dramatically altered. Nearly four inches of rain fell on a landscape already saturated by record snowfall. The result was over \$350,000 in damage to the trails and facilities of the park. This damage has closed over 5 miles of recreational trails due to landslide, damaged bridges and walkways, down trees, and culvert washout.

The goals and anticipated time percentages attributed to each section of this project are:

- 40% - Rebuild and rehabilitate over eight miles of recreational trails including: re-route trail washouts; replace boardwalks, small bridges and culverts; re-grade and resurface trails with gravel; replace damaged trail signage
- 20% - Develop and implement trail maintenance plan for long term use
- 10% - Restore native plant communities destroyed by washout and landslide
- 10% - Recruit volunteers, work directly with service groups and volunteers
- 10% - Mobilize park and community resources to rebuild and repair recreational resources currently closed to the public
- 10% - Develop knowledge, skills, and abilities in the field of outdoor recreation

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

- Develop recreational trail rehabilitation and repair plan for trail system closed by catastrophic storm event.
- Plan and implement repair projects to open 5 miles of closed trail.
- Recruit and train volunteers to perform trail building projects.
- Create long-term trail maintenance strategy.
- 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:

- Ability to work 40 hours per week with 2 consecutive days off. Weekend and evening work is required.
- A current valid driver's license.
- 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:

- Enthusiastic, self-motivated, creative individual with great communication skills.
- Experience working in the outdoors with landscape maintenance, trail building, or recreation programs is highly recommended.
- Ability to perform demanding physical labor in all weather conditions is required.
- Experience working with volunteers is a plus.

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.
- Development of project management skills, through hands on projects involving complex trail maintenance issues.
- Improve communication skills through volunteer outreach and leadership opportunities.
- Increase natural resource knowledge and experience in leading work parties to repair trail damage.
- The AmeriCorps member will also receive basic safety training needed to perform duties safely in the park. Training includes; parks history and agency overview, how to respond to emergencies, proper equipment use training, Verbal Judo and in depth trail design and maintenance training.
- Housing is available at Milo McIver State Park.

Transportation Information:

- The park is located 4 miles west of the town of Estacada, Oregon and away from regular bus routes.
- It is strongly recommended that a personal vehicle or other reliable transportation is available to allow AmeriCorps member to travel away from park for groceries, personal items, days off, etc.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

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

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – MG Devereux at mg.devereux@state.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 materials to Sherrie Jackson at sherrie.jackson@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 our office with an original signature.

Questions about the position? Contact: MG Devereux, mg.devereux@state.or.us, 503-636-9886 x 223

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
(503) 232-0166 (fax)
sherrie.jackson@esd112.org

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