



## **AmeriCorps Position Description**

**Position Title:** Natural Resource Science Education Coordinator

**Project Sponsor:** Oregon State University Extension Service – Marion County

<http://extension.oregonstate.edu/marion/sustainable-communities>

**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:** 3180 Center Street NE, Room 1361, Salem, OR 97301

**Position Summary:** Natural Resource Science Education Coordinator will:

Conduct outreach to high and middle schools in the region to recruit students for the Youth Enviro Squad (YES) activities and encourage applications for the W<sup>3</sup> (Wildlife, Watersheds and What-Not) class. 12% Coordinate after-school activities in conjunction with the Supervisor as follows: Schedule guest-speakers/instructors and field trips for the weekly classes, coordinate transportation of students to and from class sites; prepare Q and A student learning tools and field student and presenter feedback forms; track student attendance, participation, evaluation, and grading; provide direct instruction as appropriate. 30% Develop coordinate and monitor YES restoration & work sites with OSU Extension partners; update website as needed. 30% Coordinate Youth Leadership Team activities, Caretakers of the Environment International (CEI) – USA Branch – Oregon Chapter delegate and outreach activities, college intern program participation, and teacher program advisor input. Help coordinate CEI Oregon Chapter youth delegation to Indonesia; Indonesia and USA school partnerships. 28%

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

- Conduct outreach to schools.
- Coordinate after-school natural resource activities.
- Schedule guest-speakers/instructors and field trips.
- Prepare Q and A student learning tools and fielding student and presenter feedback forms.
- Develop, coordinate and monitor YES restoration & work sites.
- Assist with youth volunteer activities at the NAAEE (North American Association of Environmental Educators annual conference which will be held in Portland from Oct 6-10.
- Assist with coordination of CEI–USA - Oregon chapter student delegation and project to Indonesia.
- Update website and write articles for newsletter.
- Develop partnerships with natural resource science teachers in area schools.
- Keep accurate records of student participation.
- 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:**

- Self-directed; good organizational skills; open to new ideas.
- Like to work outside in all types of Oregon weather.
- Basic computer skills in Word, Excel, email and web browsing, resource referencing.
- Good, concise writing skills.
- Public speaking skills.
- Enthusiastic about environmental stewardship.

- Experience working with teens/youth.
- 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, motivated, creative, resourceful individual who enjoys working with diverse groups.
- Desire and ability to recruit and manage volunteers.
- Interest or experience in natural resources and/or biology.
- Strong organizational and interpersonal communication skills.
- Willingness to work a flexible schedule, including some evenings, weekends, and/or a Tues-Saturday schedule.
- A cooperative manner and the ability to work as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of OSU Extension Service.
- Valid driver's license and good driving record.

**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.

Application Deadline: July 15, 2009

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 – [Dan Hoynacki](mailto:dan.hoynacki@oregonstate.edu) at [dan.hoynacki@oregonstate.edu](mailto:dan.hoynacki@oregonstate.edu). 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](mailto:susan.navrotsky@esd112.org) at [susan.navrotsky@esd112.org](mailto: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: Dan Hoynacki at [dan.hoynacki@oregonstate.edu](mailto:dan.hoynacki@oregonstate.edu) or 503-576-4614, 503-551-3455

**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](mailto:susan.navrotsky@esd112.org)

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