



AmeriCorps Position Description

Position Title: Harvest and Stewardship Coordinator

Project Sponsor: Portland Fruit Tree Project <http://portlandfruit.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: 1912 NE Killingsworth Ave. Portland, OR 97211
Programming will take place at various sites throughout the city of Portland, primarily on the East Side (North, Northeast, and Southeast Portland)

Position Summary: The Harvest and Stewardship Coordinator (HSC) will enhance the capacity and impact of our Harvesting and Tree Registration programs. Working collaboratively with volunteers, tree owners and staff, the HSC will register trees whose fruit would otherwise go to waste, coordinate harvesting events and fruit distribution, and lead and train volunteers to assist in each of these activities. The HSC will facilitate activities to increase stewardship of urban fruit trees, including tree care workshops, pruning parties, and site visits with tree owners.

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

- Collaborate with staff and volunteers to plan and lead harvesting events.
- Work with volunteers to distribute fruit to people in need via food bank partners.
- Coordinate Tree Scout Volunteer program, including recruitment, training and evaluation (in collaboration with Executive Director).
- Work with Tree Scouts to register trees and conduct site visits.
- Assist with recruitment and training of Harvest Leaders in 2010.
- Conduct outreach to engage diverse program participants.
- Provide on-going support for Tree Owners and Lead Volunteers (Tree Scouts and Harvest Leaders).
- Coordinate tree care workshops in collaboration with volunteer instructors and other partners.
- Coordinate pruning parties in collaboration with volunteers and tree owners.
- Maintain tracking/information systems for trees, participants, harvests and workshops.
- Participate in program review and evaluation.
- 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:

- Physical ability to lift up to 40 lbs, climb ladders, and harvest fruit in a variety of settings including on soft ground, uneven ground and steep slopes.
- Flexible schedule to include occasional evenings and weekends.

- Strong written and verbal communication skills.
- Self-motivated and well-organized.
- Ability to engage in positive, professional manner with diverse populations, including project participants, partners, volunteers, and the general public.
- Able to work both independently and collaboratively.
- Commitment to the mission/goals of the Portland Fruit Tree Project.
- 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:

- Interest or experience in Urban Agriculture and/or Community Food Security.
- Experience working with volunteers and/or leading groups.
- Experience with low-income communities.
- Knowledge/experience in fruit tree cultivation.
- Familiarity with Portland geography and local communities.
- Ability to speak Spanish (or other language common to Portland) helpful but not required.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- 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:

- Project site easily accessible by public transportation
- On-site bicycle parking
- Mileage reimbursement available for service-related vehicle use (subject to approval).

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 – Katy Kolker at katy@portlandfruit.org. 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: Katy Kolker, katy@portlandfruit.org, 503-284-6106

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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