



## **AmeriCorps Position Description**

**Position Title:** Watershed Project Coordinator

**Project Sponsor:** SOLV <http://www.solv.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:** 5193 NE Elam Young Pkwy, Hillsboro, OR

**Position Summary:** The Watershed Project Coordinator will assist SOLV's watershed programs staff in the implementation of SOLV's Team Up for Watershed Health program. The member will conduct classroom presentations to aid in Green Team recruitment efforts as well as contact teachers by phone and e-mail (10%). The member will then help lead these students in watershed restoration projects (20%). The member will coordinate restoration events (MLK Day, Women in Science Day, Eagle Scout projects) (20%). The member will also aid in the preparation of community restoration events (10%). The member will also assist with vegetation monitoring at SOLV's 64 stream restoration sites (30%), and will work with staff on mapping and increasing SOLV's GIS capacity with regard to these restoration efforts (10%).

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

- Prepare and present classroom watershed presentations.
- Educate students in the field through restoration activities.
- Manage volunteer information in SOLV's database.
- Coordinate with staff on mapping and GIS projects.
- Coordinate restoration events.
- Assist with restoration site preparation.
- Lead community work parties.
- Conduct photo-point and vegetation monitoring at SOLV sites.
- 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 drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers (training provided).
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to do moderate physical labor in all weather conditions.
- Ability to work flexible schedule including some weekends, evenings and/or Tuesday through Saturday schedule.
- Communicate and interact in a positive, professional manner with various populations such as: project partners, colleagues, community volunteers, students and the general public.
- Comfort in phone work and public speaking.

- 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 is a people person.
- Desire and ability to recruit and manage volunteers.
- Interest and previous education in environment and watersheds.
- Experience with GIS/GPS and ArcView.
- Excellent organizational and interpersonal communication skills.
- Cooperative manner and ability and desire to work as part of a team.
- Willingness to ask questions for clarification and job completion.

**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:**

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Personal vehicle is recommended (but not required) for service activities and mileage reimbursement is provided.

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**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 – Rhyan Grech at [rhyan@solv.org](mailto:rhyan@solv.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](mailto: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: Rhyan Grech at [rhyan@solv.org](mailto:rhyan@solv.org) or 503-844-9571x363

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

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