



AmeriCorps Position Description

Position Title: Wildlife Education Coordinator

Project Sponsor: U.S. Fish and Wildlife Service, Oregon Coast National Wildlife Refuge Complex
www.fws.gov/oregoncoast

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: Oregon Coast National Wildlife Refuge Complex Headquarters, 2127 SE Marine Science Drive, Newport OR, 97365

Position Summary: The Coordinator is responsible for planning, developing, coordinating, and implementing outreach and environmental education programs for school aged children and general public on the function of marine and coastal estuarine ecosystems with particular emphasis on the wildlife of these ecosystems. The direct service project will be to bring increased understanding and awareness of coastal wildlife conservation to schools, visitors and residents through both classroom and field based environmental education programs, slide shows, festivals, and special events.

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

- Foster an appreciation, understanding and responsibility for coastal wildlife and habitat among local communities.
- Assist with organizing and leading field based refuge research, restoration and enhancement projects under the Nature of Learning program with middle school students.
- Organize and deliver classroom programs for the Junior Duck Stamp Art and Scholarship Competition.
- Assist in organizing and teaching monthly in-class lessons to 4th and 5th grade classrooms participating in the Shorebird Sister Schools Program.
- Assist with the planning and implementation of refuge outreach programs and special events for all ages.
- Serve as a rocky shore and seabird interpreter at popular state park and refuge viewing decks along the coast that overlook seabird and marine mammal rookeries.
- Organize and lead water-based (canoe/kayak) interpretive tours at Siletz Bay National Wildlife Refuge.
- Assist with general office duties directly related to outreach and education.
- Conduct environmental interpretation during holidays, festivals and busy tourism weekends.
- 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 of such.
- 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:

- A cooperative manner and the ability to work as part of a team and independently.
- Possess an educational background in environmental education, natural resources, or related field.
- Willingness to work a flexible schedule, including weekends, evenings and extensive overnight travel.
- Withstand adverse weather conditions including incessant rain and biting wind.
- Experience with and a desire to work with children in both a classroom setting and outdoors.
- Familiarity with marine and estuarine ecosystems.
- Good written and oral communication skills.

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.
- Free housing at Siletz Bay National Wildlife Refuge (1/2 hour drive north of main office) including utilities, no pets.

Transportation Information:

- Government vehicle is available for service activities.
- Personal vehicle is necessary to get to service site if using free housing at Siletz Bay.

Application Deadline: July 14, 2009

Interviews: July 15- 22, 2009

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 – Dawn Grafe at dawn_grafe@fws.gov. 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:

Dawn Grafe
Visitor Services Manager
Oregon Coast National Wildlife Refuge Complex
541-867-4550
dawn_grafe@fws.gov

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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