



AmeriCorps Position Description

Position Title: Resource Conservation Outreach Coordinator

Project Sponsor: Beaverton School District #48, www.beaverton.k12.or.us

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: Beaverton School District Energy and Resource Conservation Department, 2180 SW 170th Avenue, Beaverton, Oregon 97006 will be the base location of member, with outreach extending to each of the District's 51 schools located within a 15-mile radius.

Position Summary: The major focus of this position will be to assist school communities in the development of sustainable resource conservation programs unique to their needs. The position will spend approximately 60% of their time in this effort. Activities will include classroom resource conservation presentations, conducting waste sorts, guidance with the Oregon Green School process, examining school recycling practices, education on school commingle systems, and assistance with garden, composting and worm bin efforts. Approximately 20% of the position will be spent analyzing the District solid waste and recycling service levels. This activity is a long term project involving the collection of physical site data, analysis between current findings and historical information, and implementing identified service level modification. The remaining 20% of the position will be spent coordinating a resource conservation student artwork calendar contest, attending regional environmental meetings, and participating in workshops or training opportunities pertinent to the position.

Essential Functions (to include, but not limited to):

- Promote school involvement and certification with the Oregon Green Schools program.
- Identify and support Resource Conservation Contacts/volunteers within school communities.
- Assist students and staff in conducting waste audits.
- Complete a walk-through waste/recycling observation report for each District facility.
- Provide resource conservation education through staff and student presentations.
- Market Resource Conservation Department as resource tool for staff and students.
- Conduct an analysis of the solid waste and recycling service levels for each District facility.
- Collaborate with Energy Conservation AmeriCorps member to expand and build program depth.
- Develop yearend summary report to document position activities for future AmeriCorps members.
- 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, training's, 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:

- A personal vehicle is required for service and mileage reimbursement is provided.
- Must have valid driver's license, insurance and ability to provide documentation.
- Self-motivated, creative individual with a strong work ethic.
- Strong organizational, record keeping, and time-management skills.
- Desire to work and serve with people to promote environmental stewardship.

- Flexible, cooperative, enthusiastic manner, able to work as a team member as well as independently with minimal supervision at times.
- Communicate and interact with others in a positive, professional manner.
- Extensive computer software and internet experience.
- Travel and attend meetings in various parts of the region and serve occasional evenings and weekends.
- 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:

- Resource conservation or environmental science background.
- Volunteer experience.
- Work experience with students/children.
- Experience presenting to varied audiences.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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 is accessible by public transportation.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: September 20, 2010 - August 12, 2011

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – Sue Shade at sue_shade@beaverton.k12.or.us:

- **résumé**
- **cover letter**
- **contact information for three references**

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 to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Sherrie Jackson](#) via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or delivered to our office with an original signature (no fax).

Questions about the position: Contact Sue Shade, Resource Conservation Specialist, 503-591-4333, sue_shade@beaverton.k12.or.us, with questions.

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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