



AmeriCorps Position Description

Position Title: Youth Employment Program Team Leader (1 Position)

Project Sponsor: Educational Service District 112 <http://www.esd112.org/ywp>

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: 2500 NE 65th Ave, Vancouver, WA 98661

Position Summary: During the summer months, the Youth Employment Program Team Leader will assist Vancouver Housing Authority (VHA) and Workforce staff to supervise a team of up to 12 youth (ages 14-24) in landscaping and horticulture work at various VHA sites around Vancouver. Team members will ideally be VHA residents who will directly benefit from the work they do for their community. Work projects will provide safe, sustainable landscaping environments for a variety of housing and public green spaces, and may include planting, weeding, pruning, and gardening, with emphasis on native plants, water use, and other environmental concerns. The Youth Employment Program Team Leader will promote a good work ethic and provide support to the youth to facilitate good employment habits for the future.

Following the Summer Youth Employment Program, the position will assist Workforce staff in researching Best Practices of successful youth workforce programs throughout the United States, obtain materials and information, and prepare overview documents.

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

1. Ensure a safe, productive work environment for Landscaping Academy participants.
2. Ensure that work undertaken by youth meets acceptable guidelines as established and demonstrated by VHA landscaping staff.
3. Encourage good work habits and ethics for youth.
4. Work cooperatively with Vancouver Housing Authority and ESD 112 Youth Workforce staff to complete Landscaping Academy and work readiness skills. Assist in pre-and post-testing of youth.
5. Learn goals of Youth Workforce Program to then be able to effectively research Best Practices.
6. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
7. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
8. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Ability to work in a leadership role with disadvantaged youth.
3. Some landscaping or horticulture-related background or experience.
4. Ability to provide basic instruction to youth in landscaping and sustainable horticulture tasks.
5. Able to lead classroom discussions about work readiness skills as it relates to projects.
6. Ability to effectively research best practices and programs using internet, phone interviews and other information sources.
7. Good oral and written communication skills.
8. Good organizational skills.
9. 21 years of age or older, at beginning of service term.

AN EQUAL OPPORTUNITY EMPLOYER

10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.
13. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
14. Regular and reliable attendance.
15. 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:

1. Evidence of successful interaction/experience with similar programs and/or functions.
2. Demonstrated computer literacy and familiarity with Microsoft Office programs (Word, Excel, PowerPoint).
3. Desire to deliver and improve programming for diverse populations to enhance educational and career development skills.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$6,035.00..
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,362.50. The education award can be used to repay qualified student loans, 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

Transportation Information:

1. A personally owned vehicle is required for this position (transportation to and from the Mt. Adams Center for orientation and other trainings is the responsibility of the Intern).
2. Organizational vehicle is available for service activities.
3. Project site is accessible by public transportation.
4. Monthly/annual transit passes are available for service activities, and will be provided by the project sponsor.

Application Deadline: On-going until filled.

Interviews: Will interview as qualified applications are received.

Service Dates: June 15, 2009 - November 20, 2009

NWSA Center: Mt. Adams Center

Type of position: Individual Placement

Length of Term: 900 hours

How to apply:

Step 1 - Complete your application in one of the following two ways:

Online at the AmeriCorps website **AmeriCorps Application** www.americorps.gov/Default.asp

If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy**.

-Select the position listing and click "Apply Now" at the bottom of the page.

OR

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

Step 2 - Send resume and cover letter to Amanda Green at mac@esd112.org.

Questions? Contact Amanda Green at 509-395-3465.