



## **AmeriCorps Position Description**

**Position Title:** Home Garden Organizer

**Project Sponsor:** Growing Gardens, Home Garden Program, [www.growing-gardens.org](http://www.growing-gardens.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:** 2003 NE 42nd Ave. #3, Portland, OR. 97213 – This is near the Hollywood Transit Center

**Position Summary:** The Home Garden Organizer (HGO) will enhance the support of our Home Gardeners during their three-year enrollment. The HGO will group Home Gardeners in educational networks based on their neighborhood of residence or based on their apartment complex. The HGO will emphasize organizing apartment gardeners to form garden committees, organizing enrolled gardeners for educational and networking opportunities, organizing volunteers to serve as Mentors within a network, coordinating educational workshops within the networks and providing educational support through site visits to the various networks.

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

- Organize & support apartment garden committees.
- Work with apartment complex managers, resident service staff & gardeners to create garden support plans for 2011.
- Participate in apartment garden work-parties.
- Recruit & oversee volunteer Mentors for Home Gardeners.
- Coordinate the 2011 Learn & Grow educational garden workshop series.
- Coordinate & support Neighborhood Networks of Home Gardeners for peer mentorship and gardener networking opportunities.
- Write the quarterly Seeds for Success newsletter.
- Assist with the planning & implementation of the annual Plant Distribution Day.
- Perform summer site visits to enrolled Home Gardeners.
- Conduct end of year evaluations of programs.
- Maintain participant tracking systems.
- Develop an annual work plan.
- 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:**

- Valid Driver's License and safe driving record.
- Ability to carry up to 40 pounds.
- Flexible schedule to meet a variety of job responsibilities.
- Able to serve with a variety of personalities and communicate and interact in a positive, professional manner.
- Sensitivity to the experience of low income people.

- Strong organizational skills.
- Clear and concise written and verbal communication skills.
- Desire and ability to supervise volunteers with an emphasis on cooperation and team building.
- 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:**

- Knowledge of and experience with organic gardening/farming.
- Ability to speak Spanish helpful but not required.

**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:**

- Organizational vehicle is available for some service activities. Member is covered by organizations vehicle insurance policy.
- Project headquarters are accessible by public transportation.
- Some project sites may not be accessible by public transportation.

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**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 – Rodney Bender at [rodney@growing-gardens.org](mailto:rodney@growing-gardens.org):

- **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: Rodney Bender, 503-284-8420, [rodney@growing-gardens.org](mailto:rodney@growing-gardens.org)

**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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