



AmeriCorps Position Description

Position Title: Food Works Academic Year Coordinator

Project Sponsor: Village Gardens, Janus Youth Programs, Inc. <http://www.janusyouth.org/what-we-do/urban-agriculture-services.php>

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: 8602 North Swift Way, Apartment #120, Portland, OR 97203 AND Howell Territorial Park, Sauvie Island, 15 miles northwest of Portland, OR.

Position Summary: The Food Works program at Village Gardens, partners with diverse youth from North Portland affordable housing communities to grow a business, grow their community, grow their organic farm, and grow themselves each season. The Academic Year Coordinator will develop and support a new academic-year component of the Food Works program to provide year-round opportunities for youth involvement (50%), develop train-the-trainer workshops for youth interns (30%), and contribute to the creation of new programming designed to engage middle-school aged youth in the neighborhood (20%). The Academic Year Coordinator will support a group of 10-15 returning youth who have completed the initial Food Works Program to deepen their understanding of the food system, develop their own teaching and leadership skills, increase their civic engagement and community advocacy, and address issues of food access and community health in their neighborhood. The Academic Year Coordinator will serve by assisting experienced youth interns in building skills to lead their own workshops in the neighborhood and in the Food Works Summer Program. The Coordinator will also partner with a team of adult community leaders, youth leaders, and staff to develop age-appropriate curriculum and program structure for a new middle school program.

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

- Build curriculum for, and co-facilitate, a new academic year program for youth living in affordable housing communities.
- Develop train-the-trainer workshops in partnership with youth leaders, on topics related to leadership, the food system, and urban agriculture.
- Support youth leaders to facilitate workshops.
- Partner with adults and youth to develop an age-appropriate middle school program based in urban community gardens.
- Ensure community ownership of the project by collaborating with youth and adult leaders in all aspects of service activities.
- 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:

- Experience with youth development and leading groups of teenagers.
- Ability to empower and support others as leaders through active listening, personal mentoring and appropriate sharing of responsibility and decision-making power.

- Ability to serve in an efficient and organized manner, tracking a wide variety of details and deadlines.
- Oral and written English communication skills allowing for effective communication with diverse individuals.
- Ability to stay calm, positive and emotionally available in an environment that serves high-risk individuals and communities.
- Ability to serve during after-school hours and Saturdays.
- Ability to drive a large agency vehicle (such as a 12-passenger van or truck) and pass agency driver requirements by having a driver's license, clean driving record and ability to provide documentation.
- Manual/physical dexterity allowing for completion of office-type tasks such as computer use, phone use, copying, faxing, and filing, as well as participation in gardening and farming activities.
- 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 and experience with organic farming, gardening, or other food systems issues.
- Ability to verbally communicate in Spanish, Oromo, Arabic and/or Amharic.
- Experience developing and facilitating age-appropriate curriculum.
- Experience with environmental or agricultural education.

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.
- Access to seasonal farm fresh organic produce.

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 highly recommended.
- Mileage is reimbursed for work travel at the current federal rate.

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 – Ryan Schoonover at rschoonover@janusyouth.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: Ryan Schoonover, Food Works Program Supervisor, rschoonover@janusyouth.org, 503-206-2762

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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