



AmeriCorps Position Description

Position Title: Farm to School Coordinator

Project Sponsor: Oregon Child Development Coalition

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: 9140 S.W. Pioneer Court, Suite E, Wilsonville, OR 97070 is the main office, but member will serve all over the Portland Metropolitan area and upper Willamette Valley.

Position Summary: The Farm to School coordinator will educate children, staff, parents and volunteers about organic gardening principles and practices for small scale urban projects. The F2S coordinator will maintain and develop center learning gardens as well as assist with home plot sites. Community gardens will be surveyed and proposed for viability. Duties include hands on garden based education for children and adults at the centers (Linden, Jose Pedro, Gresham, Mulino) through workshops and curriculum. The F2S coordinator will also manage volunteer outreach; maintaining and developing volunteer programs to increase sustainability of projects. The F2S coordinator will also begin analyzing nutrition options for centers which will include identifying and acquiring new local markets to enhance existing food providers and products. To promote and develop OCDC's F2S program, the coordinator will be required to keep good records and make weekly postings to OCDC's Garden Blog. Garden Maintenance and Classroom Education (40%); Volunteer bank (20%); Family Garden Project (15%); Office time and Blog maintenance (15%); and Fundraising activities (10%).

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

- Plan gardens and implement maintenance schedules for center learning gardens using sustainable organic garden management practices for food gardens.
- Work with OCDC Facilities Managers on special projects such as construction of raised beds, trellises, compost bins and landscape design.
- Develop ways to expand the educational reach of the gardens and foster a positive public image of the OCDC gardens through local media, events, and garden tours. Serve as an OCDC representative and maintain strong partnerships with community groups
- Maintain garden records such as crop rotation, planting dates, etc
- Ensure that learning gardens support the educational programs with hands-on demonstrations, signage and activities
- Respond to general garden-related and class inquiries. Serve as a resource for garden related questions
- Coordinate volunteers. Maintain job schedule
- Track program costs
- Help OCDC families locate gardening space (community plots or back yards) and assist with planting gardens
- 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:

- Personal vehicle is required for service activities and mileage reimbursement is provided.
- This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Strong organizational and time management skills
- Evening and weekend service may be required
- Computer knowledge – Word processing, Excel spreadsheets, desk top publishing
- Good public speaking, written and verbal communication skills
- Ability to work independently and as part of a team
- 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:

- Two years organic vegetable gardening/sustainable agriculture and composting hands-on experience
- Some experience teaching adults and children on a community-based level on food gardening
- Knowledge of cultural foods and related gardening requirements
- Background working with diverse populations. Experience working with interpreters
- Bi-lingual Spanish preferred
- Building, construction and project management skills desirable

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:

- A personal vehicle is required for this position. Mileage will be reimbursed at the current government rate.
- If overnight trips are required, rental car, hotel, and per diem will be provided.

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 – Carla Beutler at carla.beutler@ocdc.net:

- **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: Carla Beutler; carla.beutler@ocdc.net; 503-807-3645

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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