



AmeriCorps Position Description

Position Title: Environmental Service Learning Coordinator

Project Sponsor: Duniway PTA (Green Team) www.duniwayelementary.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

Project Location: 7700 SE Reed College Place ,Portland, OR 97202

Position Summary: The purpose of this position is to mobilize students, parents and community volunteers to carry out “green” projects at Duniway Elementary School. The member will focus on the following goals: Develop an environmental service learning program for the school to increase resource conservation (30%); Increase awareness of environmental issues and concepts (30%); Mobilize volunteers of all ages in environmental and educational projects (20%); and Build partnerships throughout the school community (10%).

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

- Collaborate with staff and students to develop a school-wide resource conservation policy and system.
- Assist teachers in designing environmental service-learning projects that integrate resource conservation/gardening activities and curriculum Encourage school ownership of the project through training, resource development and outreach.
- Provide training, technical assistance and support to PTA Green Team, teachers and students interested in increasing resource conservation activities at the school site and operations.
- Conduct outreach activities to engage Duniway community, individuals and organizations, in resource conservation at the school site and operations.
- Plan and lead sustainable gardening activities with teachers, students, parents and local community.
- Plan and lead environmental education activities for K-5 students in both the classroom and the field (projects include: sustainable gardening, energy efficiency, recycling, waste reduction and storm water mitigation).
- Coordinate after-school, weekend and summer environmental education activities.
- Develop a system for recruitment, training, coordination, donations and tracking of volunteers.
- Collaborate with staff and PTA to research volunteer needs and develop volunteer position descriptions.
- Develop community partnerships that support the efforts of faculty and students.
- 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, 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:

- Physical requirements may involve heavy lifting.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills.

- Desire to serve with people to promote education, environmental stewardship and an ethic of service.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.
- 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:

- Desire and ability to recruit and manage volunteers.
- Interest or experience in natural resources and/or biology.
- Familiarity with the region and green spaces is 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:

- 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 – [Katharina Steinmeyer](mailto:katharina.steinmeyer@yahoo.com) at katharina.steinmeyer@yahoo.com:

- **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: Katharina Steinmeyer at katharina.steinmeyer@yahoo.com 503-367-4499

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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