



AmeriCorps Position Description

Position Title: Environmental Education Facilitator

Project Sponsor: Bolton Primary School, West Linn-Wilsonville School District www.bolps.wlww.k12.or.us

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: Bolton Primary School 5933 SW Holmes Street West Linn, Oregon 97068

Position Summary: The Environmental Education Facilitator will support teachers in developing curriculum, lessons and activities for gardening and environmental education and sustainability (45%). He/She will serve directly with students as a partner with the teacher to conduct these lessons and activities and conduct after school and summer gardening and environment classes (45%). The member will also serve as a liaison to various local and state organizations when needed (10%).

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

- Serve with teachers on developing lessons, activities and curriculum focused on gardening, native plant and animal species, water quality, and other environmental lessons.
- Conduct the above lessons and activities in partnership with teachers.
- Conduct oral and/or written evaluations of lessons and activities.
- Support and educate teachers and students on the care and maintenance of our gardens.
- Conduct summer and after school gardening and environment classes
- 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:

- Desire to work with a diverse range of students and teachers, preschool through 5th grade.
- Strong communication and teaming skills
- Confidence in working with adults and children
- Must be able to provide your own transportation. (Bolton is easily accessible by bike and/or bus, a bus stops right at Bolton, a bus pass will be paid for by Bolton Primary PTA, Mileage reimbursement is a possibility.)
- Must provide additional fingerprints and background check. Fees reimbursed to member.
- Strong understanding of organic gardening practices
- Strong understanding of sustainability concepts
- Strong organizational and interpersonal skills
- Ability to lead both small & large groups in educational activities
- Willingness to work outdoors in all types of weather
- Serve occasional evenings and weekends (parent meetings, district meetings and classes)
- Independent and self-motivated
- 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:

- Previous teaching (formal or informal) experience
- Biology, botany, environmental science background
- A life-long learner and natural inquirer
- A cooperative manner and ability to serve as part of a team

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:

- Bolton Primary school is located on Highway 43 and is on the Max line. It is also about a 7-10 mile ride from downtown Portland and about a 5 mile bike ride from the Lake Oswego transit station.

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 – Holly Omlin-Ruback at omlin-rh@wlwv.k12.or.us.

- **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: Holly Omlin-Ruback, 503-673-7904, omlin-rh@wlwv.k12.or.us.

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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