



AmeriCorps Position Description

Position Title: Sustainability Coordinator

Project Sponsor: CREST: West Linn-Wilsonville School District www.crest.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: CREST - 11265 Wilsonville Rd, Wilsonville OR. 97070

Position Summary: The Sustainability Coordinator/Environmental Educator will spend 50% of their time supporting teachers in doing sustainability education with K-12 students in the West Linn- Wilsonville School District. The remaining time they will be helping with the general environmental education programs for K-12 students. The member will be based at CREST and will serve with all thirteen district schools. CREST is an environmental education center supported by the district. Our district is in the third year of a sustainability initiative. Over 75 teachers have already received training in place based education and sustainability education and 25 to 50 will receive training in the upcoming year. These teachers will need support of the IP to implement a project. This support may include modeling of lessons, providing tools, connecting teachers with local partners and recruiting volunteers to help in these efforts. General CREST activities will include restoration, field research and inquiry, waste reduction, hands on projects, field trips and gardening.

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

- Assist with CREST place-based projects, restoration projects, gardening, waste reduction activities, field inquiry and monitoring activities with K-12 students
- Support teachers implementation of sustainability education projects
- Help the district inform the staff and parent community about sustainability efforts
- Organize a celebration of sustainability near the end of the school year to showcase projects
- Lead field trips to natural areas in the greater Portland area
- 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; mileage is reimbursed.
- Must have valid Driver's license, clean driving record and provide documentation
- Must provide additional fingerprints and background check. Fees reimbursed for member.
- Solid understanding of sustainability concepts
- Desire to work with a diverse range of students (pre-K through 12)
- Ability to lead both small & large groups in educational activities
- Confidence in recruiting, communicating with & managing adults (volunteers & school staff)
- Strong organizational and interpersonal communication skills
- Independent & self-motivated
- Willingness to work outdoors (in all types of weather) with tools/do physical labor
- Serve occasional evenings & weekends

- 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 (informal or formal) experience
- Biology, environmental science or natural history background
- The ability to serve as part of a team
- Experience with restoration, gardening and/or field research activities
- Experience teaching sustainability concepts

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:

- Bus service and WES train service available to CREST site

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 – Bob Carlson at carlsonb@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: Bob Carlson, CREST Director at carlsonb@wlwv.k12.or.us or 503-673-7349

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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