



AmeriCorps Position Description

Position Title: CLT Team Leader

Project Sponsor: Northwest Service Academy/Columbia Land Trust <http://www.columbialandtrust.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: The main location where team members will complete in-office work and where field activities will be planned and deployed from will be the Columbia Land Trust main office at 1351 Officers Row, Vancouver, WA. Occasional work may be based out of our Hood River or Astoria offices. Project and fieldwork locations are located in numerous counties in WA and OR, allowing team members to gain experience working in a wide range of habitat types and with a variety of local communities.

Position Summary: As the team leader, the person in this position will focus on planning and implementing environmental restoration and other field work to be performed by the team, leading the team during field work, managing other tasks related to the team's work, and interfacing with NWSA staff (100%).

Team Summary: The four-person dedicated field team will plan and implement a variety of projects and develop special programs for Columbia Land Trust. Specific activities will include planting, weed control, compliance monitoring, project effectiveness monitoring, project management, volunteer leadership, community outreach, research and writing, GIS and data management, stewardship work-plan development, and special programs development. Each team member will be in charge of one or more specific projects related to their area of expertise, with other activities to be carried out by the team as a whole.

General Responsibilities (to include, but not limited to):

- Lead the team throughout the term of service in all work projects, providing direction and assistance.
- Coordinate and lead fieldwork, such as planting, weed control, weed mapping, and other stewardship work.
- Manage the team's work calendar to ensure all projects are completed in a timely manner and coordinating with staff as necessary.
- Serve as the team's "quality control" point, reviewing documents and work products of team members.
- Assist staff in determining strategies and techniques to meet environmental restoration goals.
- Collaborate with staff to plan and implement restoration, maintenance and monitoring projects.
- Assist with monitoring to measure environmental restoration project effectiveness.
- Research and write baselines and management plans.
- Organize project information, including project binders, files, data, photos, and maps.
- 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 while performing service or attending official events

- Wear and maintain safety gear (hard hats, ear protection, eye protection etc...) as needed based on safety hazards.

Position Requirements:

- Education and experience in environmental biology, ecology, environmental science, forestry, or a related field.
- Willingness to travel and ability to serve occasional weekends and on frequent week-long overnight projects (spikes).
- Leadership experience or ability.
- Familiarity with plants and ecosystems of the Pacific Northwest.
- Familiarity with environmental restoration and monitoring concepts and methods.
- Experience working outdoors performing environmental stewardship work or other fieldwork.
- Familiarity with common web browsers and email programs (i.e. Outlook). Proficient with Microsoft Office software products.
- Ability and willingness to work outdoors, in inclement weather, in steep terrain, in remote areas. Ability and willingness to operate power tools and hand tools needed to complete stewardship work. Ability to lift up to 40 pounds.
- Willingness to apply herbicides on occasion (training and safety gear will be provided).
- Ability to organize information thoroughly and efficiently, with excellent written and oral communication skills.
- A genuine enthusiasm for conservation and the mission, goals and values of Columbia Land Trust.
- Ability to communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Ability to be flexible and adaptable, and to work with minimal supervision when necessary.
- Ability to drive large four-wheel drive vehicles with trailers. Training provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 21 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:

- Familiarity with plants and ecosystems of the Pacific Northwest.
- Experience with GIS and GPS systems.
- Forestry expertise and field skills.
- Experience writing management and monitoring plans.
- Orienteering experience.
- Previous chainsaw experience
- Wilderness First Aid Training/Certification

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,336).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. 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.
- Attendance and/or participation in at least one relevant conference or workshop during the year.

Transportation Information:

- Organizational or NWSA-provided vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Office and rendezvous points for traveling to project sites are accessible by public transportation.
- Project sites are generally not accessible by public transportation.

Application Deadline: On-going until filled.
Interviews: No set schedule. Open until filled.
Service Dates: January 11, 2010– December 10, 2010

NWSA Center: Lower Columbia Center
Type of Position: Field Team Leader
Length of Term: 1700 hours (11-months)

How to apply:

Step 1 – Email the following items to the Project Sponsor for this position – Cara Coffee at cara.coffee@esd112.org

- **Résumé**
- **Cover Letter**
- **Contact information for three references**
- **Written answers to the following questions**
 1. Describe your experience supervising, leading and teaching others.
 2. Describe a problem you encountered during your prior service experience and how you addressed the situation.

NWSA will conduct all initial interviews and recommend a candidate for this position to the Columbia Land Trust. All recommended candidates will also interview with the Columbia Land Trust.

Step 2 - Complete your application:

Application materials can either be completed online at the [AmeriCorps website](#) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to Sherrie Jackson via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Three Written References** – Two are included in the AmeriCorps online application. A form is available on our website for any additional needed.
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.
- **Driving abstract** – Provide a 3 year driving record, which can be obtained through the Department of Motor Vehicles (DMV).

Questions about the position? Contact: Cara Coffee at cara.coffee@esd112.org or (503) 234-2383 x104

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