



AmeriCorps Position Description

Position Title: Team Leader/Sustainable Stormwater Specialist

Project Sponsor: Northwest Service Academy & City of Gresham – Watershed Division

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: 1333 NW Eastman Parkway, Gresham, OR

Position Summary: The Team Leader will utilize their organization and communication skills to guide the daily activities of 3 team members to ensure that adequate project progress is being made and that dedicated team members have the resources, skills, and understanding necessary to complete their individual projects. The Team Leader will meet weekly on Monday mornings with city staff to review the weekly work plan, review progress from the week before, and review team member development. Approximately 60% of their time will be spent implementing team field projects as described below, while 30% of their time will be spent working closely with homeowners, consultants, and local green infrastructure experts to design and lead the construction of rain gardens on public/private properties. In addition, as part of a local raingarden building incentive program, they will provide technical assistance to citizens, helping them plan, design, and find resources for raingardens they want to build. The remaining 10% of their time will involve training, meetings, and support of other natural resource education and restoration projects.

Team Summary The Community Engagement Field Team will spend approximately 70% of their time involving Gresham's private streamside landowners in environmental stewardship and restoration. They will work closely with Watershed Division staff to learn the techniques and methods of Gresham's Streamside Property Owners Program (SPOP) and coordinate community restoration events. This program facilitates behavior change in private streamside property owners by offering tools and services tailored to the homeowner's interests, including one on one consultations, property assessments and advising on a variety of topics including natural lawn care techniques, pet waste management and on-site stormwater management. They will educate landowners on actions they can take to reduce non-point sources of pollution and implement on-site stormwater management (including raingardens and downspout disconnection), targeting the riparian landowners living on three of Gresham's streams (Heiney Creek, Kelly Creek and Nechacokee Creek), persuading and assisting them to restore their properties in an effort to create contiguous healthy corridors between private property and public land. Finally, they will inspire stewardship over the newly restored parcels and rain gardens through stewardship agreements and large-scale community events. Team members will also staff community volunteer and education events, working up to 10 weekend days and 10 week day evening events during the service term. Team efforts will be supported by water quality, natural resource, engineering, and maintenance staff, and team members will have the opportunity to support city staff in efforts toward improving rain garden installation and restoration practices. The remainder of the placement time will be spent developing individual programs that will be supported by the other dedicated team members. The complete team will consist of (1) Team Leader/Rain Garden Specialist; (2) Heiney Creek Specialist; (3) Nechacokee Creek Specialist; and (4) Kelly Creek Specialist.

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

- Learn the methods and techniques of Gresham's SPOP and use it to plan and schedule outreach visits.
- Collaborate with homeowners, consultants, and staff to learn to design and install a variety of types and sizes of rain gardens on private streamside properties.
- Effectively communicate with homeowners and the dedicated team, instructing them in the techniques of rain garden installation and maintenance.
- Serve as both a team member on shared efforts as well as working independently to plan and coordinate project and necessary logistics.
- Proper and safe use of hand and power tools.
- Learn and implement physical and chemical methods of invasive plant control and associated plant identification.
- Engage community in education, restoration, or surveying activities that increase community awareness of and appreciation for Gresham's natural resources
- Provide support as possible to community requests for implementing neighborhood habitat improvements.
- 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.
- Wear and maintain safety gear (hard hats, ear protection, eye protection etc...) as needed based on safety hazards.

Position Requirements:

- Ability to work occasional weekend days (up to 10) and evenings (up to 10) throughout the service term.
- 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
- An Oregon driver's license (or ability to get one), 3-years of driving experience, and a clean driving record are required by the city.
- Willingness and ability to drive vehicles such as passenger vans, utility vehicles and/or pick-up trucks with attached equipment trailers (training provided).
- Willingness to apply herbicide and ability to successfully pass state-mandated pesticide applicator tests, operate small engine tools (chainsaw, brush cutter, etc.) and harvest native materials for construction or planting projects.
- Possess strong leadership and organizational skills.
- Serve effectively within a team with commitment to conservation and the environment
- A minimum of basic Pacific Northwest native plant identification skills or willingness to learn.
- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 lbs.
- Willingness to serve outdoors, in various weather conditions and allergy/insect environments.
- 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 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.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 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:

- Bachelor of Science degree in a related field such as natural resources, biology, urban management, or landscape design.

- Experience in small-scale construction or working with contractors, specifically related to “green infrastructure” and rain garden design/installation
- Experience in outreach/engagement of community members in environmental stewardship
- Ability to use power tools (lawn/garden or carpentry)
- 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, vocational or trade schools. The 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:

- Organizational vehicle is available for service activities and member is covered by organization’s vehicle insurance policy.
- Project site is accessible by public transportation.
- Monthly/annual transit passes are available for service activities, and will be provided by the project sponsor.

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 City of Gresham-Watershed Division. All recommended candidates will also interview with the City of Gresham – Watershed Division.

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

AN EQUAL OPPORTUNITY EMPLOYER