



## **AmeriCorps Position Description**

**Position Title** Team Leader/Invasive Species Coordinator

**Project Sponsor:** Northwest Service Academy & City of Gresham – Natural Resources Program

**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](http://www.nwserviceacademy.org)

**Project Location:** 1333 NW Eastman Parkway, Gresham, OR

**Position Summary:** The Team Leader/Invasive Species Coordinator will utilize their organization and communication skills to guide the daily activities of 5 team members to ensure that work is completed safely and that daily and project goals are met. The Team Leader will meet weekly on Monday mornings with City staff to review the weekly work plan, progress from the week before, and team member development. Approximately 70% of this position's time will be spent implementing field projects as described below, while 20% of the remaining time will be dedicated to coordinating several smaller projects all related to invasive species eradication and research. These projects will include: (1) working with City staff to develop and implement monitoring, maintenance, and interplanting plans for our 2-acre Eagle Woods restoration site; (2) organize and manage the efforts to control emerging Japanese knotweed, including scheduling the sites to be treated, contacting homeowners for site access, and procuring the necessary equipment and materials; (3) coordinate efforts to have all team members study for and pass state exams to certify them as public pesticide applicators; (4) initiate mapping and treatment research for invasive species new to Gresham as part of our Early Detection Rapid Response program. The remainder of the placement (10%) will involve training, meetings, and support of other natural resource education and restoration projects.

**Team Summary:** The Riparian Enhancement Field Team will spend approximately 70% of their time implementing a variety of field projects including: planting native trees, shrubs, and forbs in public and private riparian and wetland areas; constructing and installing habitat improvements for amphibians, bats, birds, snakes, turtles, and flying squirrels; improving the biofiltration, biodiversity, and habitat functions of water quality ponds and swales; and conducting a stream cleaning/survey effort to remove anthropogenic debris, record bank conditions, and catalogue large woody debris and beaver dams. 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. Dedicated team members will have the opportunity to work closely with city natural resource and maintenance staff, as well as other AmeriCorps volunteers serving with the City of Gresham. The remainder of the placement time will be spent developing individual programs that will be supported by other dedicated team members. The complete team will consist of (1) a team leader/restoration coordinator; (2) the environmental outreach coordinator; (3) the water quality facility coordinator; (4) the stream cleaning coordinator; (5) the riparian habitat steward; and (6) the upland habitat steward.

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

- Guide the efforts of the team while also empowering each team member to exercise problem-solving and creative thinking.

- Assist team members with native and non-native plant identification; provide lead support on strategies for new invasive control strategies to be completed by the team
- Development of restoration maintenance plans.
- Collaborate with team members to ensure field days are spent productively and that team members have adequate resources to complete required tasks.
- Proper and safe use of hand and power tools.
- Implementing various planting and invasive species control techniques.
- Learn and implement physical and chemical methods of invasive plant control.
- 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 restoration and 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 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:**

- 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, 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.
- Regular and reliable attendance.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 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:**

- Degree in natural resources, biology, or related area.
- Solid experience working in a team setting and in leading peers to implement field projects.
- Ability to use power tools (lawn/garden or carpentry)
- Wilderness First Aid Certification/Training

### **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

### **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.

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**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](mailto: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-Natural Resources Program. All recommended candidates will also interview with the City of Gresham – Natural Resources Program.*

### **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](mailto: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](mailto:sherrie.jackson@esd112.org)

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