



## **AmeriCorps Position Description**

**Position Title:** EnviroCorps Field Team Leader

**Project Sponsor:** Northwest Service Academy - Lower Columbia Center (LCC)  
[www.northwestserviceacademy.org](http://www.northwestserviceacademy.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](http://www.nwserviceacademy.org)

**Project Location:** 55 SE Main Street, Portland, OR (Team will meet at this location and use NWSA vehicles to access service sites that are located throughout the greater Portland-Vancouver metro area. The team may also serve on projects that require camping on-site for the duration of the project).

**Position Summary:** Lead a team comprised of 6 AmeriCorps members who serve together for 11 months on environmental service projects.

**Team Summary:** The team is made up of one leader and 6 members who will serve together in the field on a regular basis. The team will serve on a variety of environmental projects with many different sponsoring agencies. Projects will include but are not limited to: many phases of restoring native habitat including assessing and/or monitoring sites, a large amount of non-native invasive plant removal (utilizing both physical and chemical controls), planting and maintaining trees, and installing or removing plant protection. Teams may also perform environmental education, community outreach, and trail building and maintenance. Specific projects could last up to two months in duration. The team's service week will typically consist of eight hour days (Monday through Friday), but will include several week-long projects requiring on-site camping as well as frequent weekend projects. Times and days of service may vary depending on the project, drive time and needs of the sponsor, so flexibility is absolutely vital to our field team program.

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

- Act as a liaison between NWSA, Project sponsors and Team
- Actively participate in and plan all aspects of team projects, meetings, retreats, activities, etc.
- Make day-to-day field decisions early in the term, gradually allowing for group decision-making processes as the term progresses.
- Ensure completion of weekly vehicle inspections, tool maintenance and cleanliness of vehicle and base of operations.
- Assist in improvement of day-to-day operation systems (tool tracking, first aid supplies, etc.) and provide sound judgment in implementation and safety of projects.
- Participate in the planning and coordination of NWSA-wide service events, conferences, training opportunities and member orientation.
- Effectively communicate with NWSA staff and project sponsors in order to meet needs of team members and projects.
- Ensure facilitation of weekly team meetings and assist with member paperwork collection and processing.
- Model professionalism, communicate program policies, encourage team's development of leadership skills and foster a safe and fair team dynamic and service environment.
- Provide support to team members in pursuit of individual development opportunities

- Facilitate completion of Legacy document in order to monitor success of team projects.
- 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, trainings, 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 drive a large SUV vehicle and trailer (trailer training will be provided).
- Must have a valid driver's license, clean driving record and ability to provide documentation of such.
- Serve effectively within a team and have demonstrated leadership ability.
- Ability to get along with others, respecting diverse opinions and viewpoints.
- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 lbs.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.) and harvest native materials for construction or planting projects.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, the general public, team leaders and NWSA staff.
- Strong organizational, time management skills and a commitment to conservation and the environment.
- 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 you are applying.
- 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 experience as a member of a team in an AmeriCorps or similar program.
- Knowledge of Pacific Northwest ecology, plants and animals.
- Experience with invasive species removal.
- Experience with volunteer leadership.
- Background in Environmental Education.
- Interest in either the scientific or human aspects of natural resources management.
- Previous chainsaw operating experience
- Wilderness First Aid

**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, 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.
- NWSA Office is accessible by public transportation.

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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 hire a candidate for this position..*

**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)

AN EQUAL OPPORTUNITY EMPLOYER