



## **AmeriCorps Position Description**

**Position Title:** Environmental Project Coordinator

**Project Sponsor:** Alpha High School - Multnomah Education Service District  
<http://www.mesd.k12.or.us>

**Project Location:** Alpha High School, 876 NE 8<sup>th</sup> St., Gresham, Oregon 97030; one block from the Gresham Transit Center and the MAX line.

**Position Summary:** Provides conservation environmental work experiences for individual and small-groups of students via work site/project development in partnership with community sponsors. Provides educational assistance under guidelines of school-to-work liaison, school principal, and other supervisors and assists in carrying out instructional activities, promoting student safety and well-being, and reinforcing classroom programs.

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

- Confers with teachers to plan day-to-day routine and environmental learning projects.
- Performs designated program support for environmental science program.
- Guides students on assignments that reinforce environmental learning.
- Develops and implements energy conservation, recycling, and composting programs and curricula.
- Forms community partnerships and maintains good working relationships with sponsors.
- Ensures work performance and project completion is in compliance with contracts.
- Develops and coordinates work projects for teacher/students.
- Acts as resource to teachers and program in recruiting students for work project sponsors.
- Guides small groups in educational activities; assists with class work and assignments and helps monitor students' activities in the classroom and off-campus locations.
- Transports students to and from work sites in Type A activity bus.
- Attends department and other staff meetings and performs other related duties as assigned.
- 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 and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Ability to follow directions and maintain effective working relationships with students, teachers and other MESD personnel, and work project sponsors.
- Ability to listen, make sound emergency decisions, and work with at-risk students and work partners in all environments.
- Good basic problem-solving with effective verbal and written communication skills.
- Ability to work independently, prioritizing tasks to meet student needs and project goals.
- Ability to physically perform assigned duties.
- Valid driver's license.
- High school diploma, or G.E.D.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.

- 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 experience or coursework in outdoor education.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- 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. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Bus tickets are available for service activities and will be provided by the project sponsor.
- 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:** September 14, 2009 - August 17, 2010

**NWSA Center:** Lower Columbia Center

**Type of Position:** Individual Placement

**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – Peter Kane at [pkane@mesd.k12.or.us](mailto:pkane@mesd.k12.or.us). 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 and submit materials to Sherrie Jackson at [sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org).

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

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** Contact: Peter Kane, Alpha Principal, [pkane@mesd.k12.or.us](mailto:pkane@mesd.k12.or.us), 503-262-4050

**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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