



AmeriCorps Position Description

Position Title: PEEPs Coordinator

Project Sponsor: Northwest Service Academy - Portland Environmental Engagement Program (PEEPs)
<http://www.portlandpeeps.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. The PEEPs mission is: To work with local youth to engage them in their community and build environmental consciousness through service-learning and outdoor experiences. <http://www.northwestserviceacademy.org>

Project Location: 55 SE Main Street, Portland, OR 97214

Position Summary: Using the NWSA Lower Columbia Center office as a base, the PEEPs Coordinator will plan, organize, advertise, and facilitate an environmentally focused service-learning summer program for Portland area middle school youth. The Coordinator will not be in the field with campers the majority of the time. Secondly, s/he will expand and implement additional programs which may include Fall & Spring Programs, Junior Camp Counselor Program & Student Leadership Program – all designed to further engage youth in service-learning projects focused on leadership, environment and community. Percentage of time spent on project activities: 50% planning programs; 20% conducting outreach; 10% facilitating service-learning/environmental education and 20% leadership and administrative duties.

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

- Plan and implement the PEEPs summer service program.
- With PEEPs Support Coordinator, plan and implement additional programming such as fall, spring, Junior Camp Counselor, and Student Leadership Team
- Recruit participants for the summer and additional programs.
- Develop and maintain community partnerships that support service-learning projects in the Portland area.
- Identify project offerings for service-learning and environmental education activities.
- Plan and execute overnight outdoor environmental education field trips as part of the summer program.
- Serve as non-supervisory lead for PEEPs Support Coordinator and PEEPs Counselors, and promote a sense of community, collaboration and cohesion among all PEEPs AmeriCorps members.
- With PEEPs Support Coordinator and supervisor, plan and execute Counselor Orientation.
- Identify fundraising opportunities to support PEEPs.
- Track PEEPs budget, and identify and purchase needed supplies.
- Represent NWSA at community meetings and public outreach events.
- General office duties as related to the position (mailings, filing, e-mail, phone calls, budget, systems and tracking)
- Complete a Community Action Project (CAP).
- 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, PEEPs 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:

- Background in Environmental and/or Experiential Education.
- Experience working with middle school youth.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to drive a large vehicle such as SUV's or mini-vans. Training provided.
- Interest in providing training, leadership and coaching to a diverse group of adults.
- Ability to serve evenings, weekends and occasional overnights.
- Commitment to conservation and the environment.
- Willingness to travel throughout the SW Washington and Portland Metro region.
- Demonstrated leadership ability.
- Serve effectively individually and within a team.
- Strong organizational and time management skills.
- Desire to serve with a variety of non-profit, government and educational organizations.
- 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:

- Experience with volunteer leadership.
- Wilderness First Aid or Wilderness First Responder certification.
- Experience facilitating meetings and community-building activities.
- Knowledge of Pacific Northwest ecology, plants and animals.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,109).
- 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.

Transportation Information:

- Organizational vehicle is available for service activities.
- Project site is accessible by public transportation.

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

NWSA Center: Lower Columbia Center
Type of Position: Individual Placement
Length of Term: 1700 hours (11 months)

How to apply:

Step 1 – Email the following items to the Project Sponsor for this position – Emily Goodman at emily.goodman@esd112.org.

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

The Project Sponsor will conduct all initial interviews and recommend 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**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **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: [Emily Goodman](#) at emily.goodman@esd112.org or (503) 234-2383 x117

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

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