



AmeriCorps Position Description

Position Title: VCP Watershed Team Leader

Project Sponsor: Vancouver-Clark Parks & Recreation Department www.ci.vancouver.wa.us/parks-recreation

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: 610 Esther St, Vancouver, WA 98660 (The team will mainly serve on various projects along the East Fork of the Lewis River in Clark County, WA)

Position Summary: In addition to the Team member position responsibilities, the Team Leader position is comprised of three main elements: 1) Serving alongside team members to collaboratively complete all aspects of the restoration projects; 2) Balance team leader responsibilities (see NWSA Addendum) and team responsibilities; and 3) Encourage and empower team member's personal professional growth through their service and member development activities. This position involves serving at least 80% of the time outdoors on direct service, and up to 20% indoors on administrative and team support activities.

Team Summary: Sponsored by Vancouver-Clark Parks & Recreation Department, the Vancouver-Clark Parks Watershed Team consists of six members whose service includes planning and implementing small-scale restoration projects along the East Fork of the Lewis River, within the Vancouver Lake Lowlands, Salmon Creek Greenway, and working with local volunteers and service groups within natural areas of our local park properties. The focus of the Team's service will center on improving the riparian areas for salmon, steelhead and wildlife species by conducting on-the-ground restoration activities including site assessment, removal of non-native invasive plant species, planting projects, site monitoring and maintenance of on-going restoration sites. The Watershed Team will also work with local agencies, non-profit, and volunteer groups acquiring knowledge of the system and partnering on projects.

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

- Balance leader responsibilities, individual personal projects and team responsibilities.
- Encourage and empower team member's personal and professional growth through their service and member development activities.
- Assist with program evaluation, development and provide NWSA and Vancouver-Clark Parks with member feedback.
- Facilitate and participate in regular meetings with team members and NWSA staff 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.
- Develop, participate in, and motivate a diverse, hardworking team while promoting a sense of community, collaboration, and cohesion among team members.
- Analyze projects for safety considerations; train members in appropriate safety practices.
- Assist in the planning and coordination of NWSA events, service days, and assist with member orientation and on-going training activities.
- Native plant and plant community identification.
- Planting techniques and site planting schemes.

- Upkeep of tool storage, work space, gear, and NWSA team vehicles.
- 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 or attending official events.

Position Requirements:

- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Willingness to serve a flexible schedule, including occasional evenings and weekends.
- Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.), and harvest native materials for construction or planting projects.
- Physical ability to travel up to five miles per day on uneven terrain in a variety of weather conditions and lift up to 40 pounds.
- Must be willing to ask questions, seek answers and set goals for team members.
- Independent, self motivated, cooperative, flexible team player with a strong work ethic.
- Ability to provide technical guidance to team members on individual conservation/restoration projects.
- Ability to develop and execute team work plan and calendar based on weekly meetings with supervisors.
- Possess strong computer skills, public speaking, organizational skills, and demonstrated leadership skills.
- 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:

- Familiarity with the region and greenspaces is helpful but not required.
- Interest or experience in natural resources and/or biology.

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
- Parks shall reimburse member for portion of parking passes or bus passes.
- Parks shall provide you with a minimal expense account for purchase of outdoor work clothing.

Transportation Information:

- Bus tickets are available for service activities.

- Organizational vehicle is available for service activities.

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: 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 – 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.

The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Vancouver-Clark Parks and Recreation.

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

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