



## **AmeriCorps Position Description**

**Position Title:** VCP Watershed Team Member (4 positions)

**Project Sponsor:** Vancouver-Clark Parks & Recreation Department [www.ci.vancouver.wa.us/parks-recreation](http://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](http://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:** Team members will be responsible for serving collaboratively to complete all aspects of multiple restoration projects. Members will have the opportunity to participate in the team decision making process and depending on knowledge, interest, and skill base, will also take on leadership roles on team and/or individual projects as the year progresses. The team will also have the opportunity to occasionally work with community members on volunteer projects, and will have the opportunity to teach watershed education to community members on an occasional and as-needed basis. This position involves serving at least 90% of the time outside doing direct service.

Members will also choose, design, and with the help of team members and/or community volunteers, implement an individual project over the course of the service term. Examples of potential projects could include: Designing and implementing a planting project as part of an overall restoration plan; Planning and implementing a wildlife survey on a park property; Designing and implementing the initial phases of a long-term water quality monitoring program; Creating and implementing a plant pathology study to determine the causes and mitigate plant fatalities in past and present team plantings.

**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):**

- Serve primarily as a team member and at times, independently to plan and coordinate project and necessary logistics.
- Ability to gain knowledge and prepare written reports of planting techniques and site planting schemes.
- Administrative tasks will include collecting and recording site information, maintaining a journal, and providing updated activity reports.

- Participate in the coordination of logistics of restoration work with fellow team leader and members, staff, and community groups.
- Actively participate in all aspects of team projects, meetings, retreats, activities, member development, etc.
- Proper and safe use of hand and power tools, including maintenance (we will train).
- 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:**

- Desire to serve in various manners to restore and maintain property; interact with people to promote environmental education, environmental stewardship and an ethic of service.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Serve effectively within a team.
- Have the ability to perform physically demanding and sometimes reparative tasks outdoors, including planting, watering, brush cutting, field mowing and maintenance.
- Willing to work outdoors, in various weather conditions, allergy and insect environments, and within remote areas of the County.
- Willingness to commit to work week schedule: Monday through Friday (8:00am-5:00pm) during daylight savings and Monday through Thursday (7:00am-6:00pm) after daylight savings.
- Able to serve on 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.
- Independent, self motivated, cooperative, flexible team player with a strong work ethic.
- Have ability to function in a traditional office setting, as well as adapt to the conditions of the outdoors.
- Desire to serve with people to promote education, environmental stewardship, and an ethic of service.
- Must be willing to ask questions and seek answers.
- 18 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:**

- Interest or experience in natural resources and/or biology.
- Familiarity with the region and greenspaces is helpful but not required.
- Basic computer skills, including MS Word, MS Excel, and GIS experience, are recommended, but not required.

### **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
- Parks will provide multiple opportunities for professional development and training.
- 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.

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**Application Deadline:** On-going until filled.  
**Interviews:** No set schedule. Open until filled.  
**Service Dates:** January 21, 2010– December 10, 2010

**NWSA Center:** Lower Columbia Center  
**Type of position:** Field Team  
**Length of Term:** 1700 hours

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – **Brian Potter** at [brian.potter@ci.vancouver.wa.us](mailto:brian.potter@ci.vancouver.wa.us):

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

*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:**

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.

**Questions about the position?** Contact: Brian Potter at [brian.potter@ci.vancouver.wa.us](mailto:brian.potter@ci.vancouver.wa.us) or (360) 619-1123.

**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)