



AmeriCorps Position Description

Position Title: VCP Watershed Team Volunteer Coordinator

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: The Team Volunteer Coordinator will serve approximately 50% of his/her time as a member of the Vancouver-Clark Parks Watershed Team and the remaining 50% of his/her time coordinating community involvement in the Team's and/or individual projects. This will entail collaborating with the Team and sponsor staff to plan and coordinate all aspects of engaging schools and community groups in some of the Team's projects and/or participating in their own projects. The Volunteer Coordinator is also encouraged to be the primary contact with other local governmental and environmental organizations, including the City of La Center, City of Battle Ground, Department of Fish and Wildlife, Fish First, Friends of the East Fork, Chinook Trails Association, and local school districts.

Team Summary: Sponsored by Vancouver-Clark Parks & Recreation Department, the Vancouver-Clark Parks Watershed Team consists of six members whose service includes implementing phases of large-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 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):

- Schedule and coordinate logistics of volunteer involvement with team members, staff, and community groups.
- Serve as member of Team and independently to plan and coordinate projects.
- Identify and plan potential projects, with the assistance of Park staff.
- Native plant and plant community identification.
- Planting techniques and site planting schemes.
- Administrative tasks will include collecting and recording volunteer reporting information.
- 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, 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:

- Desire to serve and work with public to promote education, environmental stewardship and an ethic of service.
- Desire and ability to recruit and manage volunteers.
- Have the ability to perform physically demanding and sometimes reparative tasks outdoors, including planting, watering, brush cutting, field mowing and maintenance.
- Be willing to work outdoors, in various weather conditions, allergy and insect environments, and within remote areas of the County.
- 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.
- 6-12 months of experience working with youth, public, and/or leading projects.
- Communicate and interact in a positive, professional manner with various populations such as: project partners(s), colleagues, community volunteers, students, and the general public.
- Serve effectively within a team environment.
- Must be willing to ask questions and seek answers.
- Have ability to function in a traditional office setting, as well as adapt to the conditions of the outdoors.
- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- Possesses strong organizational skills and able to coordinate program area with the necessary, but minimal, degree of supervision.
- Ability to speak in front of small groups of people and communicate effectively over the phone and via email.
- Work occasional evenings and weekends.
- Willingness to commit to flexible work week schedule, balancing work with the Team and independent volunteer projects.
- Intermediate computer skills, including MS Word and Microsoft Outlook.
- 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 resource and/or biology.
- Familiarity with the region and greenspaces is helpful 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 shall reimburse member for portion of parking passes or bus passes.
- Parks shall provide member 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.
- Personal vehicle is recommended to get to service site in a timely manner on project days.

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:

- **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 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

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