



## **AmeriCorps Position Description**

**Position Title:** Conservation Educator (2 Positions)

**Project Sponsor:** Columbia Gorge Ecology Institute [www.gorgeecology.org](http://www.gorgeecology.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. [www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** PO BOX 1104, Hood River, OR 97031

**Position Summary:** The Conservation Educator is responsible primarily for coordinating, instructing, and implementing environmental ecology place-based programs with schools throughout the Columbia Gorge. Work within this position includes delivering and enhancing environmental education programs and partnerships; the recruitment, training, and managing of community volunteers; and implementing the Gorge Explorers afterschool and stewardship programs. The Conservation Educator will develop and enhance collaborative education partnerships with CGEI partners, including the US Forest Service, local school districts and regional non-profits.

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

1. Teach SECRETS school programs in approximately 7 local classrooms during the fall term. The term includes (per classroom) eight one-hour classroom lessons, one family night program and one all day field trip.
2. Assist project partners with stewardship and education programs.
3. Assist in coordination of Gorge Explorers program: consisting of summer programs, afterschool programs in fall 2010, and High School Stewardship opportunities.
4. Assist in coordination of summer Gorge Explorers camp, community education programs and other events and programs as assigned.
5. Assist with recruitment, training, coordination and supervision of community volunteers as SECRETS instructors and Volunteer Stewards.
6. Build, maintain and update educational materials and supplies.
7. Collaborate with Executive Director, board and other staff to implement the classroom programs and other projects. Attend monthly board meetings, weekly staff meetings and periodic AmeriCorps Meetings.
8. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
9. Work evenings and weekends on occasion, including participation in all national service days.
10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
11. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation in Trout Lake, WA from 6/14 to 6/16 (lodging provided for orientation)
12. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
13. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

**Position Requirements:**

1. Effective communication skills with all ages and diverse audiences.
2. Ability to work in a group or on your own.
3. Physical fitness for outdoor work.
4. Must have a valid driver's license, clean driving record and ability to provide documentation.
5. Personal vehicle is required for service activities and mileage reimbursement is approved.

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6. 21 years of age or older, at beginning of service term.
7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
11. Regular and reliable attendance.
12. 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:

1. Interest in ecology and respect for nature.
2. Desire to inspire interest in the natural world in others.
3. Experience working with children and adults in the classroom or outdoors.
4. A natural sciences, environmental or education background.
5. Excellent research and writing skills.
6. Other useful skills, knowledge, and experience: office administration, conversational Spanish, curriculum development, marketing, volunteer supervision, Microsoft Outlook, Word, and Excel.

### Member Benefits Include:

1. A total taxable living allowance of \$6,035 (\$1,005 per month beginning 7/15/10).
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,362.50. 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.

### Transportation Information:

1. Personal vehicle is required.
2. Offers may be contingent on your driving record. Please obtain a copy of your driving record from your local DMV and email, fax, or mail to the NWSA Mt. Adams Center office with proof of automobile insurance.

**Application Deadline:** Will occur as qualified applications are received.

**Interviews:** Will interview as qualified applications are received.

**Service Dates:** June 14, 2010 - November 19, 2010

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 900 hours

### How to apply:

**Step 1** - Complete your application in one of the following two ways:

**\*PREFERRED\*** Online at the AmeriCorps website **AmeriCorps Application** [www.americorps.gov/Default.asp](http://www.americorps.gov/Default.asp)

-If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**

-Select the position listing and click "Apply Now" at the bottom of the page.

-Visit <http://nwserviceacademy.org/apply.cfm> to print, sign and date the **Certification Form**. This document must be mailed to our office.

### OR

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

**Step 2** - Send resume and cover letter to Amanda Green at [mac@esd112.org](mailto:mac@esd112.org).

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Obtain a copy of your driving record from your local DMV and email, fax, or mail to Amanda Green.

**Questions?** Contact Amanda Green at [mac@esd112.org](mailto:mac@esd112.org) or 509-395-3465.