



AmeriCorps Position Description

Position Title: NWSA Recovery Act Team Leader

Project Sponsor: Northwest Service Academy - Lower Columbia Center (LCC) www.northwestserviceacademy.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.northwestserviceacademy.org

Project Location: 55 SE Main Street, Portland, OR 97214. This is the main office for NWSA and the staging area for this team. Team will meet at this location at the beginning and ending of their service week. Service locations will be at various locations (TBD) throughout Oregon.

Position Summary: Lead a team comprised of 6 AmeriCorps members who serve together for 5 ½ months on environmental service projects.

Team Summary: The NWSA Recovery Act Team is made up of one leader and 6 members that will serve together as a traveling spike* team, that focuses on projects remotely located throughout Oregon. This team will serve on a variety of environmental projects with several different sponsoring agencies. Projects will include but are not limited to: fuels reduction, chainsaw work, non-native invasive plant removal (utilizing both physical and chemical controls), brush piling, all phases of restoring native habitat, trail building and maintenance, light construction, campground maintenance, all phases of restoration, fence building etc. This team may also perform environmental education and community outreach. Specific projects could last up to three months in duration.

The team will have a flexible schedule that may consist of 5 eight-hour days or eight 10-hour days, followed by 6 days off when spiking*. Times and days of service may vary depending on the project, drive time and needs of the sponsor, so flexibility is absolutely vital to our field team program.

*Spike – On site camping where remote projects are located. Camping can consist of cabins, yurts or rustic self supported tent camping.

Essential Functions (to include, but not limited to):

- Actively participate in and plan all aspects of team projects, meetings, retreats, activities, etc.
- Serve on basecamp centered projects that are located away from the Portland/Metro area for extended periods of time.
- Serve long days in possible adverse conditions.
- Serve on projects that focus on all aspects and phases of environmental restoration project work, fuels reduction, trails construction/maintenance and some wilderness trail clearing.
- Proper and safe use of Chainsaws and other power and hand tools, including maintenance (training provided).
- Learn and implement trail maintenance and construction methods.
- Learn and implement physical and /or chemical methods of invasive plant control and associated plant identification.
- Make day-to-day field decisions early in the term, gradually allowing for group decision-making processes as the term progresses.
- Ensure completion of weekly vehicle inspections, tool maintenance and cleanliness of vehicle and base of operations.
- Assist in improvement of day-to-day operation systems (tool tracking, first aid supplies, etc.) and provide sound judgment in implementation and safety of projects.

- Participate in the planning and coordination of training opportunities and member orientation.
- Effectively communicate with NWSA staff and project sponsors in order to meet needs of team members and projects.
- Ensure facilitation of weekly team meetings 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.
- Provide support to team members in pursuit of individual development opportunities
- Facilitate completion of Legacy document in order to monitor success of team projects.
- 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:

- Must be an Oregon Resident.
- Previous experience leading and/or supervising diverse groups of people.
- Capable of handling physical nature of project (lifting up to 50 pounds, working long days on your feet outdoors in a variety of weather conditions and terrain).
- Capable of safely driving a four wheel drive vehicle with trailer (training provided).
- Able or willing to learn safe chain saw, pole saw, cross cut saw, hand tool and chipper operation.
- Must have a valid driver's license, clean driving record (no more than 2 moving violations in the past 3 years) and ability to provide documentation of such.
- Ability and willingness to perform long term projects requiring on-site camping. Team may serve 5 eight-hour days or eight 10-hour days, followed by 6 days off.
- Self-motivated, flexible and a desire to serve with people to promote environmental stewardship, education and an ethic of service.
- Ability to get along with others, respecting diverse opinions and viewpoints.
- Willingness to apply herbicide and harvest native materials for construction or planting projects.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, the general public, team leader and NWSA staff.
- Serve effectively within a team and have demonstrated leadership ability.
- 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 you are applying.
- 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:

- Wilderness First Aid or WFR certified.
- Previous experience as a member of a team in an AmeriCorps or similar program.
- Chainsaw operating experience.
- Knowledge of Pacific Northwest ecology, plants and animals.
- Experience with invasive species removal.
- Experience with volunteer leadership.
- Background in Environmental Education.
- Interest in either the scientific or human aspects of natural resources management.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,270).

- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,362. 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.
- Professional development, trainings and networking opportunities

Transportation Information:

- Organizational vehicle is available for service activities.
- NWSA Office is accessible by public transportation.

Application Deadline: On-going until filled.
Interviews: No set schedule. Open until filled.
Service Dates: April 5 – September 29, 2010

NWSA Center: Lower Columbia Center
Type of Position: Field Team Leader
Length of Term: 900 hours (5 ½ -months)

How to apply (Must complete both steps to be considered):

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.

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 dropped off at 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

AN EQUAL OPPORTUNITY EMPLOYER

