



## AmeriCorps Position Description

**Position Title:** Stewardship Partners Program Assistant (1 Position)

**Project Sponsor:** Stewardship Partners <http://www.stewardshippartners.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:** 1411 4th Ave Ste 1425, Seattle, WA 98101

**Position Summary:** The overall goal for this position is to provide support to specific projects of Stewardship Partners.

-Snoqualmie Valley Stewardship Program: Work in the field with restoration crews to assist in implementing habitat restoration projects and serve as a liaison between the crew and office. Conduct monitoring of projects and plan and coordinate planting projects (40%)

-Salmon-Safe Program: Conduct outreach and education to consumers and prospective farmers. This includes creating and updating promotional and educational materials (both print and web), coordinating tabling and participation in events such as farmers markets, festivals, fairs, etc., compiling information to send to farmers, and assisting with media outreach, including updating media list, developing and distributing press releases etc. (35%)

-Rain Garden Program: Help coordinate and set up Rain Garden classes and installations. (15%)

-Snoqualmie Watershed Strategy: Assist in scheduling meetings, putting together support materials, and helping to connect with stakeholders and partners. (10%)

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

1. Intern will work with Stewardship Partners restoration crew on a regular basis, helping with field work and acting as a liaison between the crew and the office.
2. Intern will also support the Snoqualmie Stewardship Program by planning restoration projects, coordinating logistics, tracking projects, and conducting monitoring.
3. Intern will support the Rain Garden program by assisting with Rain Garden installations and classes (logistics, coordination, and field work) at sites around the Puget Sound.
4. Intern will support the Salmon-Safe program through outreach and education. They will conduct tabling at community events that educate consumers on what the Salmon-Safe label is. They will also assist the Program Associate in outreach to potential farms, vineyards, landowners, developers, and golf courses and will provide client services to existing participants in the program.
5. Intern will develop, organize, and update promotional and educational materials for Salmon-Safe and overall Stewardship Partners programs.
6. Intern will provide general administrative support as a member of the Stewardship Partners team, performing tasks that enable Stewardship Partners to effectively and efficiently carry out our mission. Such tasks may include: organizing, filing, updating databases, research projects related to program areas or current issues.
7. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
8. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.

10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with NWSA Personal and Organizational Vehicle Use Policy detailed at the end of this position description.
2. Must attend a mandatory orientation in Trout Lake, WA from 2/7 to 2/11, quarterly Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings), and monthly Intern meetings. Intern is responsible for transportation to and from all mandatory trainings and meetings, which may be up to several hours away from their project site.
3. Must have the following gear or equipment: rain gear, waterproof boots, hat, and work gloves.
4. Will be required to work some evenings and weekends.
5. General background in environmental studies or related field with basic working knowledge, interest, and/or experience in salmon restoration, habitat restoration, sustaining agriculture, and/or community-based collaborative conservation.
6. Strong communication skills (verbal and written).
7. Outgoing, friendly, positive attitude.
8. Self-starter, ability to work unsupervised as well as in a team environment.
9. Ability to conduct manual labor and work in inclement weather.
10. Working knowledge of all Microsoft Office programs.
11. 21 years of age or older, at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full term of service for which they are applying.
15. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check.
16. Regular and reliable attendance.
17. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform NWSA of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. NWSA is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

### **Preferred Qualifications:**

1. Knowledge of native plants and ecology.
2. Creative design skills.
3. Restoration experience.
4. Outreach and education experience.

### **Member Benefits Include:**

1. A total taxable living allowance of \$11,800.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. 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.
6. Sponsor will provide: donated outdoor gear, training opportunities, Zipcar account.

### **Transportation Information:**

1. While a personal vehicle is not required for this position, the Intern is responsible for transportation to and from 3-4 mandatory trainings in Trout Lake, WA, including an initial five-day orientation (lodging included in trainings). Regardless, offers are contingent on your driving record and personal vehicle insurance coverage meeting the minimum requirements detailed at the end of this position description.
2. Personal vehicle is recommended to get to service site and to attend NWSA trainings and meetings.
3. Bus tickets and monthly/annual transit passes are available for service activities, and will be provided by the project sponsor.

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

**Interviews:** On-going until filled.

**Service Dates:** February 7, 2011 - December 16, 2011

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 1700 hours

## **How to apply:**

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

**\*PREFERRED\*** Online at the AmeriCorps website [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** at

<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.

## **OR**

Download application materials from the **How to Apply** page of our website

(<http://mtadamscenter.org/ameriCorps-apply-today.cfm>) 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.

**Step 2:** Submit these additional materials promptly (email preferred except for Certification Form). **Your application will not be considered until all of the below materials are received.**

1. A resume and a cover letter for each position in which you are interested. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. Visit <http://mtadamscenter.org/ameriCorps-apply-today.cfm>, print the Certification Form, sign and date the form, and mail to the address below. This document must be **mailed** to our office with your original signature.
3. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
4. Your insurance policy coverage for your personal vehicle showing our minimum requirements. Our Intern Program requires your personal automobile insurance to have a minimum liability coverage of \$100,000 for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident.
5. Read the NWSA Personal or Organizational Vehicle Use Policy (below) and submit your completed Driver Certification Form and Safety Agreement (Form 27) and Member Personal Vehicle Use Authorization Form (Form 28) found at <http://mtadamscenter.org/ameriCorps-apply-today.cfm>.

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

NWSA - Mt. Adams Center

2453 HWY 141, Trout Lake, WA 98650

**Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals.**

## **NWSA Personal or Organizational Vehicle Use Policy:**

1. Any member that is required to use a personal vehicle or organizational vehicle for work purposes needs to submit a driving abstract (that goes back at least three years).
2. Any member that is required to use a personal vehicle for work purposes needs to carry minimum auto liability limits of \$100,000 for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident
3. Any member that is required to use a personal vehicle for work purposes needs to submit proof of vehicle insurance (see #2 above).
4. Member's driving record and driving practices need to pass the standards listed in *Driver Certification and Safety Agreement (form G-27)*.
5. Member's personal vehicle needs to pass the standards listed in *Member Personal Vehicle Use Authorization (form G-28)*.
6. For positions that require the use of a personal or organizational vehicle, a potential member's placement is contingent on passing the standards listed above. NWSA staff will review and make that determination.

## **Minimum Requirements for NWSA AmeriCorps Drivers**

Every driver of ESD 112, NWSA, GSA, sponsoring organization or personal vehicles for work purposes must meet and continue to meet the following minimum requirements:

- a) Be at least twenty-one years of age.
- b) Have a valid driver's license, issued by a state department of licensing.
- c) Submit to a criminal record check that shows that no offense has been committed which would be grounds for denial of an authorization to drive. (Please note: You may receive this check through your AmeriCorps program).
- d) Shall not have had a driving license privilege suspended or revoked within the preceding three years; a certified copy of the suspension or revocation order issued by the department of licensing being conclusive evidence of the suspension or revocation.
- e) Shall not have been convicted of any misdemeanor, gross misdemeanor, or felony (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) including, but not limited to the following:
  - i) Any crime involving the use, sale, possession, or transportation of any controlled substance within the last three years.
  - ii) Any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years.
- f) Shall not have a behavior problem, which endangers the welfare or personal safety of passengers.
- g) Shall not have incurred three or more of the following offenses within any twelve-month period, within the last thirty-six months: 1) speeding tickets in excess of ten miles per hour over the

speed limit; 2) improper changing of lanes, 3) following too closely, 4) passing a school bus while stopped, 5) leaving the scene of an accident, 6) refusing to take a blood alcohol test.

- h) Is physically able to use all hand and foot operated controls and equipment in vehicle.
- i) Is physically able to perform routine vehicle safety inspections and perform necessary emergency roadside services.
- j) Satisfactorily complete an approved NWSA driver training course if driving an ESD, NWSA, or Sponsor vehicle.
- k) Sign a Driver Certification and Safety Agreement.

### **Member Personal Vehicle Use Authorization:**

Members using their personal vehicles for service and to attend NWSA training events must meet the following vehicular requirements:

- There is a working seat belt for the driver and each passenger, and member will enforce the wearing of seat belts by all.
- Vehicle brakes, including the emergency brake, are in good working order.
- Vehicle tires have a legal tread depth (at least 3/32”).
- Vehicle brake lights, turn indicators and headlights are in good working order.
- Vehicle windows are clear and provide an unobstructed view for the driver.
- Vehicle has functioning rear view mirrors (center and left side).
- Vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- Vehicle has a rated capacity of ten passengers or less.
- If vehicle has dual airbags, member will not seat children under 12 or small persons in the front seat passenger seat.

### **CHECKLIST FOR COMPLETED INTERN APPLICATION**

- Application** - AmeriCorps online application or application downloadable on NWSA/MAC website
- Two Written References** - through AmeriCorps online application or downloadable on NWSA/MAC website
- Resume**
- Separate cover letter** for each position for which you are applying
- List positions in order of preference if applying for more than one**
- Certification Form** - signed and mailed to the MAC office
- Driving Record / Abstract** - from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time)
- Automobile Insurance Policy** that meets NWSA minimum coverage requirements
- Driver Certification Form and Safety Agreement (Form 27)**
- Member Personal Vehicle Use Authorization Form (Form 28)**