



AmeriCorps Position Description

Position Title: Youth and Volunteer Programs Coordinator (1 Position)

Project Sponsor: National Forest Foundation www.nationalforests.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

Project Location: 2930 Wetmore Ave, Everett, WA 98201

Position Summary: The purpose of this position is to enhance collaboration between NFF and the Forest Service (FS) to provide service-learning and conservation education activities on the Mount Baker- Snoqualmie National Forest (MBS). Both the FS and NFF work with multiple partners on each forest; through this AmeriCorps position we aim to bring enhanced consistency and coordination to the numerous youth and stewardship programs currently taking place on the MBS. The summer intern will serve as liaison for the organizations coordinating youth programs, bring increased visibility to NFF in Washington, and provide direct support for the FS efforts to engage youth in stewardship activities on the forest.

In addition to this organizational coordination role, the AmeriCorps member will also run NFF's Friends of the Forest® Day program in Washington. The Friends of the Forest Day program is a volunteer opportunity that invites families to help steward our National Forests. The goal of Friends of the Forest is to create a positive experience for volunteers and improve heavily used National Forest sites while deepening citizen commitment to the value of forests for current and future generations. NFF brings unforgettable hands-on forest stewardship experiences in special places with volunteer work that is fun, family-friendly and has tangible benefits.

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

1. Plan Friends of the Forest Day volunteer activities in coordination with Forest Service, sponsors and co-host organizations.
2. Prepare for and lead co-hosting partner organizations and Forest Service personnel in key tasks to manage logistics, supplies and signage for each event; conduct site visits in advance of each event.
3. Serve as key point person for several partner organizations implementing stewardship and service-learning opportunities on the MBS National Forest. Enhance collaboration amongst these organizations and the Forest Service and NFF.
4. Assist in coordination and leading of service-learning projects with several urban and diverse youth organizations.
5. Develop outreach strategy in coordination with partners. Recruit volunteers through established and new channels.
6. Identify a speaker to provide the learning component of each volunteer event.
7. Work with media including print media on the local and regional level, blogs, radio and TV for public service announcements to announce volunteer opportunity and obtain day-of coverage of events.
8. Manage online registration and communication with volunteers.
9. Attend all Friends of the Forest events and manage crew leaders, operations, lunch and learning segment, greet volunteers, troubleshoot as needed.
10. Evaluate events through contacts with volunteers and partners, gather testimonials and recommendations; integrate input to improve program.
11. Write short articles about Friends of the Forest Day to post to blogs, and use within the NFF's and Forest Service media venues, Your National Forest magazine, www.nationalforests.org, and www.fs.fed.us/r6/mbs/.
12. Formally track on-the-ground accomplishments through a spreadsheet and tracking mechanisms appropriate to

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both NFF and the Forest Service

13. 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)
14. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
15. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Direct experience working (e.g. supervising, managing, leading) with youth.
2. Experience working in the outdoors (restoration or trail work preferred). Experience developing scope and scale of outdoor projects, leading events, and managing and reporting on accomplishments.
3. A talent for working with people and to solve and avoid problems by thinking as a partner as well as a leader
4. Proven ability to innovate and get results even when faced with a new task
5. Excellent organization and prioritization skills; ability to handle a multitude of time-sensitive, detailed and partner-integrated tasks
6. Experience with and interest in working with the press; interpersonal marketing
7. Excellent written and verbal communication skills; comfort in speaking to people in small and large groups
8. Demonstrated ability to work both independently and as part of a team
9. Must have a valid driver's license, clean driving record and ability to provide documentation.
10. Personal vehicle is required for service activities and mileage reimbursement is approved
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. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
16. Regular and reliable attendance.
17. 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. Marketing skills and a perspective that enables one to focus on the assets of the Volunteer Bank to be marketed to volunteers, partners, and sponsors
2. Press and journalism skills including writing press releases and successful contacts with press
3. Experience with and interest in working with the Forest Service
4. Interest in outdoor recreation, natural resource management and/or volunteer management as a career
5. Desire to enhance collaboration and coordination amongst various organizations working on National Forest lands.

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: Ongoing until

Interviews: Ongoing until filled

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

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

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<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.

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 or 509-395-3465.