



AmeriCorps Position Description

Position Title: Intern Program Leader & Outreach Coordinator (1 Position)

Project Sponsor: Mt. Adams Center, Northwest Service Academy www.mtadamscenter.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: 2453 HWY 141, Trout Lake, WA 98650

Position Summary: The Internship Program (IP) Leader & Outreach Coordinator position provides exposure to a variety of environmental issues and to the corresponding organizations working to resolve them. It is best suited for an individual who excels at working with people but can operate independently. The IP Leader will assist the IP Coordinator in supporting approximately 30 interns who serve government, nonprofit and educational organizations in Seattle, Central Washington and the Columbia River Gorge. As the IP Leader, which will occupy up to 65% of the person's time, duties include serving as a liaison between Mt. Adams staff and AmeriCorps members, assisting members with field projects and outreach events, and working with the IP Coordinator to plan and coordinate AmeriCorps trainings. The IP Leader will travel throughout the region to visit each intern at their project site and to attend AmeriCorps trainings.

As the Outreach Coordinator (15-25%), this person will work with all programs and staff at the Mt. Adams Center to design, create and edit public outreach and marketing materials such as the Mt. Adams Center blog (<http://mtadamscenterblog.com/wordpress/>) and other social networking programs.

In addition, 10-20% of this position will be spent working with the Mt. Adams Ranger District of the Gifford Pinchot National Forest to create educational and interpretive programs for the district.

The IP Leader & Outreach Coordinator will be based out of the Mt. Adams Center office in Trout Lake, Washington. The Mt. Adams Center is located in the heart of the Cascade Mountain Range beneath 12,276' Mount Adams, a treasured wilderness region surrounded by a spectacular landscape of forests, rivers, waterfalls, and mountains. Low-cost room and board is provided as an option for this position at the Mt. Adams Center campus. The Intern Program Leader will share dorm-like accommodations in bunkhouses with members of the Field Team Program when they are stationed at the MAC, and will take part in the daily residential chore system. The Intern Program Leader can expect to have a roommate periodically through the term. On our campus we have high-speed internet access, an organic garden, tipis for our summer camp and other educational programs, a volleyball court, ping pong table, a horseshoe pit and a fire pit.

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

1. Develop, implement and assist with systems and activities that connect IP members to each other, to their sponsor sites and the Mt. Adams Center.
2. Assist with IP orientation, regional meetings and quarterly workshops by planning and facilitating trainings and development activities.
3. Conduct visits to IP service sites.
4. Moderate the IP listserv (a yahoo group) so it can be utilized as a communication tool and resource center.
5. Serve as a liaison between IP members and MAC staff, especially the IP Coordinator. Collect and share members' stories and accomplishments.
6. Help IP members resolve issues and conflicts.
7. Develop a monthly electronic newsletter that shares the MAC experience with current members and their families, program partners, alumni and general friends of the MAC.
8. Assist with refining and updating the MAC website and blog.

9. Assist with the collection, organization and refinement of the MAC photo database.
10. Investigate and implement social networking programs to expand public outreach efforts.
11. Assist with MAC alumni outreach efforts.
12. Develop a yearbook of stories, accomplishments and photos that captures the efforts of MAC members.
13. Assist with IP recruitment efforts, including electronic postings and other outreach efforts.
14. Support the MAC garden and Greenworks projects when needed.
15. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
16. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
17. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
18. 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. Demonstrated ability to work effectively with large groups of people and independently.
3. Experience facilitating trainings or group presentations.
4. Excellent written and verbal communication skills.
5. Strong working knowledge of computers and related software, including web based communications.
6. Demonstrated experience or interest in environmental issues.
7. Ability to adapt to a dynamic work environment.
8. Demonstrated proficiency with design software such as Photoshop, Publisher, In Design and web/blog design/management.
9. Experience with and desire to work with youth in an experiential setting.
10. Willingness to travel, which may require overnight stays and some weekend days.
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. 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. Experience working with or leading groups.
2. Interest in environmental work.

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. Low-cost room and board is provided for this position on the Mt. Adams Center campus (a \$476 fee will be deducted each month from the living allowance).

Transportation Information:

1. Personal vehicle is recommended to get to service site and for personal errands, as service site is located in a rural area.
2. Organizational vehicle is available for service activities.
3. Project site is not accessible by public transportation.

Application Deadline: Will occur as qualified applications are received.

Interviews: On-going until filled.

Service Dates: February 16, 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

-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.

- **Three 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 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
- Three 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)**