



AmeriCorps Position Description

Position Title: Education/Sustainability Program Coordinator

Project Sponsor: Westwind Stewardship Group (WSG) www.westwind.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: 529 acre Westwind site; Oregon coast near Lincoln City (Otis, OR 97368)

Position Summary:

The position will:

1. Assist with WSG's first Education for Sustainability Teacher Workshop in February 2011, and play a major role in shaping subsequent fall and spring teacher workshops. (30%);
2. Provide materials to enrich every guest's experience of Westwind by increasing their appreciation and understanding of natural and cultural resources and actions toward sustainability (25%);
3. Work with significant guest groups (YWCA campers, Outdoor School, other nonprofit or private guest groups), to provide hands-on help integrating learnings about sustainability and natural resource systems and interdependencies into their programs for youth and for adults (25%);
4. Engage in hands-on conservation work on site, using GIS (if knowledgeable), working on invasive plant strategies, developing forms for reporting wildlife/rare plant sightings, leading volunteer groups, and networking with local partners. (20%)

Essential Functions:

Work with Board and Executive Director to shape and present WSG's first teacher workshops with the goal of enhancing youths' connections to the natural world and appreciation for sustainability as basic principles for society.

- Identify and develop on-site opportunities for field learning, and ways to integrate sustainability and learning-from-place into classroom and field experiences for students.
- Recruit presenters, work with them on content development, and assist with presentations and evaluation at the workshops.
- Recruit teacher participants from diverse locales and schools.
- Work with WSG partners such as the local watershed council, Sitka Center for Art and Ecology, US Forest Service, Neskowin Valley School and others to optimize the value of developed materials and events.
- Work with WSG's existing Site Conservation Advisory Group of recognized scientists and resource experts/managers to assure accuracy of materials, support conservation activities and update Westwind's existing Conservation Plan.
- Teach camp counselors, campers and other guests special features of Westwind ecosystems and opportunities for more sustainable operations and activities.
- 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, training's, 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:

- Interest in and basic knowledge of natural resource systems, ecology, and sustainability principles.
- Commitment to the goals of conservation, place-based educational experiences, inspiring more balanced and sustainable living, and nurturing solitude and individual connection to the natural world.
- Outgoing and good communicator who enjoys working with children, volunteers, and groups of all ages and backgrounds.
- Good writing skills.
- Self-starter with ability to organize and work independently.
- Willing and able to enjoy a rustic environment and physical outdoor activity in all weather as part of a small, hard-working team.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Work occasional evenings or weekends.
- Ability to successfully pass a drug test (random or otherwise).
- 18 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 they are applying.
- Must 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:

- Teaching or curriculum development experience.
- Knowledge of GIS mapping.
- Experience in field use of GIS and GPS equipment.
- Comfortable working around rivers and boats.

Member Benefits Include:

- WSG may be able to provide free on-site housing during a portion of the year, and will assist in finding low cost housing for other times.
- WSG will reimburse up to \$500 in tuition or workshop fees for community college, NAO/TACS training events, or similar enrichments.
- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- 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 or 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:

- Westwind is located in a rustic and isolated setting with limited transportation options and no reliable public transportation.
- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.

Application Deadline: On-going until filled.**Interviews:** Beginning mid-June. Open until filled.**Service Dates:** September 20, 2010 - August 12, 2011**NWSA Center:** Lower Columbia Center**Type of Position:** Individual Placement**Length of Term:** 1700 hours (11 months)

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – Dave Martin at davem@westwind.org:

- **Cover Letter**
- **Résumé**
- **Contact Information for Three References**

*The Project Sponsor will conduct all initial interviews and recommend a candidate for this position.
Recommended candidates will also interview with Northwest Service Academy.*

Step 2 - **Complete your application online at the AmeriCorps website [AmeriCorps Application](#). This is our preferred method.**

- a. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
- b. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
- c. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **Northwest Service Academy-LCC**.
- d. Select the position listing and click “Apply Now” at the bottom of the page.

Unable to Apply On-line? You can download application materials from the NWSA website [“How to Apply”](#) page and send to Susan Navrotsky via email, mail or fax.

A complete AmeriCorps Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application.
- **Certification Form** - This document must include applicant’s original signature. Download as part of the online application process or from the NWSA website. Mail signed form to the NWSA office.

Questions about the position? Contact:

Dave Martin
Executive Director
Westwind Stewardship Group
davem@westwind.org
541-994-2383

Questions about AmeriCorps, NWSA or our recruitment process? Contact:

Susan Navrotsky
Statewide IP Coordinator
NWSA Lower Columbia Center
55 SE Main Street
Portland, OR 97214
Susan.Navrotsky@esd112.org
503-234-2383 ext 106
503-232-0166 (fax)

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