



AmeriCorps Position Description

Position Title: Restoration Team Leader

Project Sponsor: Clark Public Utilities—Watershed Enhancement Program www.StreamTeam.net

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: The office is located at the Clark Public Utilities' Operations Center in Orchards (8600 NE 117th Ave, Vancouver, WA). Projects are completed throughout Clark County with the majority of them occurring in the Salmon Creek and East Fork of the Lewis River Watersheds.

Position Summary: As a professional development and direct service position, the Restoration Team Leader will supervise and manage a team of five Stream Restoration Coordinators. The team will have a unique opportunity to learn how to manage real-world salmon restoration projects (including site assessment, planning and implementation) and the Team Leader will assist in the coordination of these duties. The team will be exposed to a wide variety of site conditions and restoration experiences ranging from 1 to 20 acres on small and large stream systems. The Team Leader is responsible for directly communicating with the staff to coordinate team activities including team development/trainings, daily logistics, paperwork and team progress. The leader will act as a liaison between Clark Public Utilities, NWSA, and the team; and is also responsible for team development and team building.

Team Summary: The primary goal for the AmeriCorps Team at Clark Public Utilities is to focus on watershed restoration. Team members will contribute to this goal in a variety of ways including developing, planning and implementing on-the-ground restoration activities. Additional objectives to meet this goal include environmental education, nursery management, monitoring and coordinating volunteers. Our goal for the AmeriCorps members serving at our site is to provide quality training on proven, successful riparian and wetland restoration techniques.

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

- Collaborate with staff to plan daily team duties in relation to restoration and maintenance projects.
- Communicate and interact in a positive, professional manner with a variety of individuals including teammates, staff, landowners and volunteers.
- Facilitate team development and morale.
- Effectively communicate feedback to Clark Public Utilities staff, NWSA and the team.
- Track and report restoration activities.
- Conduct outreach to engage community members in restoration projects and implementation.
- Willingness to learn to drive 4-wheel drive trucks with trailers (training provided).
- Willingness to take responsibility for team's performance.
- Lead and motivate the team.
- Keep accurate records on restoration projects and team progress and report them to staff in a timely manner.
- Willingness to work outside.

- 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.
- Participate in the planning and coordination of NWSA-wide service events, conferences, training opportunities and member orientation.
- 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:

- Communicate and interact in a positive, professional manner with a variety of individuals including teammates, staff, landowners and volunteers.
- Possess strong leadership and organizational skills.
- Willingness and ability to drive vehicles such as passenger vans, utility vehicles and/or pick-up trucks with attached equipment trailers (training provided).
- Desire, education and passion for wildlife and restoration.
- Ability and willingness to work outdoors, in inclement weather, in steep terrain and in remote areas.
- Must be willing to ask questions, seek answers and set goals for team members.
- Independent, self motivated, cooperative, flexible team player with a strong work ethic.
- Proficient written and oral communication skills.
- Engage and coordinate volunteers at approximately twelve Saturdays for volunteer events (corresponding days off are given). To help facilitate the volume of volunteers, team members are required to attend the larger Clark Public Utilities sponsored events for Make a Difference Day and Earth Day.
- Willingness to operate small engine tools (e.g. chain saw, brush cutter, weed wackers) with training.
- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 lbs.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Willingness to serve a flexible schedule (Tuesday through Friday; 7 a.m. -5:30 p.m.), including some evenings and weekends (12 Saturdays). Corresponding time off is coordinated.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 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 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:

- Natural resource/biology background/studies a plus but not a requirement.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,336).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. 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, direct environmental experience and networking opportunities.

Transportation Information:

- Personal vehicle is recommended to get to service site.
- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.

Application Deadline: Ongoing until filled.
Interviews: No set schedule. Open until filled.
Service Dates: January 11, 2010– December 10, 2010

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 – 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.

The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with the Clark Public Utilities.

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 faxed to 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