



## **AmeriCorps Position Description**

**Position Title:** Stream Restoration Coordinator (5 Positions)

**Project Sponsor:** Clark Public Utilities—Watershed Enhancement Program [www.StreamTeam.net](http://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](http://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 AmeriCorps Restoration Coordinator's primary activities will focus on restoration and will, over the course of the year, be involved in most aspects of restoration. Members spend approximately 70-85% of their time on these activities: planting trees, maintaining trees, monitoring plant survival, assessing site conditions, plan development and implementation. Coordinators will also serve with volunteers and educational activities 10-20% of the time. Miscellaneous activities in association of the above will comprise 5% of the above.

**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 and implement restoration and maintenance activities including: site assessment and monitoring, removing non-native plants and planting and maintaining plantings.
- Conduct outreach to engage community members in restoration projects and implementation.
- Collaborate with staff to implement water quality and project monitoring.
- Keep and maintain data records on restoration projects.
- Actively participate in all aspects of team projects, meetings, retreats, activities, etc.
- Members will get the opportunity to develop the following skills: basic plant ecology, taxonomy and identification; salmon ecology of the Pacific Northwest; riparian restoration and watershed ecology; restoration practices including site assessment, mapping, project coordination, monitoring, problem solving; community outreach and education; Geographic Positioning Systems (GPS) data collection and Geographical Information Systems (GIS); Computer Aided Drafting (CAD) program use; and Microsoft Office use.
- 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 (some national service days will be spent at sponsoring site).

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

**Position Requirements:**

- Desire, dedication and passion for wildlife and restoration.
- Willingness and ability to drive vehicles such as passenger vans, utility vehicles and/or pick-up trucks with attached equipment trailers (training provided).
- Communicate and interact in a positive, professional manner with a variety of individuals including teammates, staff, landowners and volunteers.
- Ability and willingness to work outdoors, in inclement weather, in steep terrain and in remote areas.
- 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.
- 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:**

- Independent, self motivated, cooperative, flexible team player with a strong work ethic.
- Possess strong organizational skills.
- Must be willing to ask questions, seek answers and have a desire to serve with a variety of individuals.
- Natural resource/biology background/studies a plus but not a requirement.
- Possess strong written and oral communication skills.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- 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 and networking opportunities.

**Transportation Information:**

- Personal vehicle is recommended to get to service site.
- Organizational vehicle is available for service activities and 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 21, 2010 – December 10, 2010

**NWSA Center:** Lower Columbia Center  
**Type of position:** Field Team  
**Length of Term:** 1700 hours

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – **Bob Stearns** at [bstearns@clarkpud.com](mailto:bstearns@clarkpud.com):

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

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

**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**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** Contact: Bob Stearns at [bstearns@clarkpud.com](mailto:bstearns@clarkpud.com) or (360) 992-8576.

**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](mailto:sherrie.jackson@esd112.org)

AN EQUAL OPPORTUNITY EMPLOYER