



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009 -June 10, 2010

Length of Term: Approx. 20 hours per week for 10 months. 675 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled.

Position Title: Garden Projects Coordinator (1 position)

Project Sponsor: Atkinson Elementary School (<http://olg.atkinsonelementarypta.org>).

Sponsoring Organization's Mission: "The Outdoor Learning Gardens committee is dedicated to providing and maintaining natural spaces on our school grounds where the Atkinson community can have sustained and meaningful interactions with the living world. The gardens provide environments for observation, investigation and active hands-on learning. The activities used in these living classrooms foster curiosity and imagination, and create passion for and further the students' and teachers' knowledge of the natural world. We aim to promote, in our school community, socially responsible, culturally sensitive and environmentally aware behavior."

Project Location: 5800 SE Division St, Portland, OR 97202

Transportation Information: Close to Bus line 4, short walk to Bus Line 9 on Powell.

Position Summary: Act as a liaison between teaching staff and parent volunteers in the implementation and coordination of four garden projects during the 2009-2010 school year. Duties include lesson planning, teaching and evaluation and documentation of each project.

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

1. Work with teachers and parent volunteers to carry out lesson plans related to 4 garden projects during the school year.
2. Oversee the implementation of the garden projects.
3. Be responsible for gathering materials or delegating part of this responsibility to volunteers for the projects.
4. Recruit volunteers for projects.
5. Teach lessons to children.
6. Work with teachers to evaluate the success of each project, make appropriate suggestions for improvements and document all projects for archival purposes.
7. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
8. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
9. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Must be at least 24 years of age.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Ability to commit to the full term of service for which they are applying.
5. Submit to a criminal history background check and National Sex Offender Registry search.
6. Regular and reliable attendance.

Preferred Qualifications:

1. Member should be extremely comfortable working with children as well as adults.
2. Basic knowledge of gardening.
3. Teaching or outdoor education experience.
4. Knowledge of computers and programs such as writing, spreadsheet, PowerPoint is important to be successful.
5. Previous coordination experience.
6. Ability to speak Spanish or Mandarin Chinese.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for 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 a portion of the accrued interest on qualified loans, which is taxable).
- Free buss pass or grocery gift cards (not to exceed \$300 unless more funds can be raised).
- Member will be able to glean from gardens when appropriate.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to skido@ipns.com.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

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

Questions about the project? Contact: Anne Tucker, Outdoor Learning Garden Program Coordinator, 503-421-2141 or skido@ipns.com.

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

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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