



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** September 1, 2009- November 30, 2009

**Length of Term:** Approx. 100 hours per month.  
300 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:** Regional Education Assistant (1 position)

**Project Sponsor:** The Freshwater Trust- The Healthy Waters Institute

**Sponsoring Organization's Mission:** To educate the next generation of watershed stewards

**Project Location:** 700 NW Hill Street, Bend, Oregon 97701

**Transportation Information:** Use of work truck available with clean driving history and proof of insurance.

**Position Summary:** The Regional Education Assistant will play an active role assisting in multiple aspects of our watershed education program. Applying strong communication skills, an enthusiasm for teaching, and an interest in protecting natural resources, the Assistant will manage equipment for Salmon Watch field trips, assist with field trip organization, communicate with volunteers, teachers, and community members, and assist with program delivery. Program delivery may include teaching on field trips, classroom presentations, and volunteer and teacher trainings.

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

The Regional Education Assistant will spend approximately 50% of his/her time as an instructor, working with upper elementary through high school students at streamside learning stations as well as in the classroom. He/she will spend another 20% of his/her time recruiting, coordinating, and training volunteers. General program delivery support (including in-classroom support to teachers, delivery of *HWI* publications, collaboration with partners, and in-office work) will occupy approximately 30% of his/her time.

1. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
2. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
3. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

**Requirements:**

1. Bachelor's Degree.
2. Teaching experience in traditional and/or non traditional settings.
3. Excellent written and oral communication skills.
4. Computer proficiency, especially word processing, spreadsheets, data management, and Internet communication functions.
5. Willingness to work long hours, evenings and weekends as necessary, and to travel periodically (safe, competent driver, insured)
6. Ability to work independently as well as being a strong team player, with a minimum of supervision.
7. LINKS members must be at least 17 years of age at the time of enrollment in the program.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
10. Ability to commit to the full term of service for which they are applying.
11. Submit to a criminal history background check and National Sex Offender Registry search.
12. Regular and reliable attendance.

**Preferred Qualifications:**

1. At least two years of successful work experience in education, natural resources, community development, and/or youth development.
2. Experience with conservation education.
3. Knowledge of the State of Oregon; its politics, lands, waters, and education systems.
4. Foundation of knowledge of conservation and education issues.

**Member Benefits Include:**

- A taxable living allowance of approximately \$500 per month (based on three months).

- Upon successful completion of a term of service, eligible members receive an education award of \$1,000. 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).
- Hands-on experience in field-based education as well as opportunities to network with both formal and non-formal educators, scientists, and natural resource management professionals.

### **How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [kyake@restorethedeschutes.org](mailto:kyake@restorethedeschutes.org).

**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:** Kolleen Yake, Education Coordinator, (541) 382-6103 #33 [kyake@restorethedeschutes.org](mailto:kyake@restorethedeschutes.org)

**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](mailto:links.recruitment@esd112.org)

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

**An Equal Opportunity Employer**

[www.esd112.org/links](http://www.esd112.org/links)