



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009- August 30, 2010

Length of Term: Approx. 36 hours per week for one year. 1700 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: The Freshwater Trust is a not-for-profit organization that actively works to preserve and restore our freshwater ecosystems. The Healthy Waters Institute is a program of The Freshwater Trust and works to educate the next generation of watershed stewards.

Project Location: 65 SW Yamhill, Suite 200, Portland, OR 97204

Transportation Information: Some travel required – available opportunities for carpooling to field sites, ZipCar, rental cars and mileage reimbursement.

Position Summary: The Regional Education Assistant is responsible for assisting the Regional Education Coordinator (REC) with the implementation of existing and future Healthy Waters Institute education programs. This includes applying strong communication skills, an enthusiasm for teaching and an interest in protecting natural resources to assist with the continuing work of the Healthy Waters Institute. Principle responsibilities include: managing equipment for Salmon Watch field trips; assisting with field trip and program organization; recruiting, training and communicating with volunteers, teachers, and community members; working collaboratively with local communities, schools and organizations; assisting with special events, committee meetings and service projects; and assisting the REC with program delivery. Program delivery may include teaching on field trips, classroom presentations, student projects and summits and volunteer and teacher trainings.

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

The member 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, community outreach, collaboration with partners, and in-office work) will occupy approximately 30% of his/her time.

1. Teach and promote conservation education in an effective and dynamic way to a diverse audience.
2. Assist Regional Education Coordinator with education program planning, development, implementation, and evaluation efforts.
3. Recruit and coordinate teachers, volunteers, and other personnel, to participate in education programs.
4. Coordinate program-related classroom fields, meetings and special events, etc.
5. Coordinate scheduling and implementation of workshops, trainings and events related to *HWI*.
6. Assist in the development and revision of program materials and curriculum resources for teachers and volunteers.
7. Assist in expanding education programs to include new populations and/or communities.
8. Represent The Freshwater Trust at education fairs, festivals, meetings, and classroom presentations as deemed appropriate.
9. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
10. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
11. 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 organizational and interpersonal communication skills.
4. Computer proficiency, especially word processing, spreadsheets, data management, and Internet communication functions.
5. Demonstrated ability and willingness to communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
6. Willingness to work long hours, evenings and weekends as necessary, and to travel periodically (safe, competent driver, insured).
7. Creative problem solver; willingness to ask questions for clarification and job completion.

8. Strong commitment to promote education, environmental stewardship and an ethic of service; committed to reaching education goals set by the organization.
9. Ability to work independently as well and as an integral and dynamic member of a team to produce tangible results.
10. Must be at least 18 years of age.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full term of service for which they are applying.
14. Submit to a criminal history background check and National Sex Offender Registry search.
15. 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 and knowledge of conservation education.
3. Knowledge of the State of Oregon; its politics, lands, waters, and education systems.
4. Willingness to attend half day training in late August.

Member Benefits Include:

- A taxable living allowance of \$11,400 divided into monthly increments.
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. 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).
- Member will receive hands-on experience in field-based watershed 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 and to sarah@thefreshwatertrust.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: Sarah Oakley, Education Coordinator, (503) 222-9091 X 20 sarah@thefreshwatertrust.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

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

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