



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: Approx. 20 hrs per week for 9 months. 675 hours total.

Application Deadline: Open until filled.

Service Dates: September 1, 2009 - June 1, 2009, with some flexibility.

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

Position Title: Youth Program Assistant for Environmental Education (1 position)

Project Sponsor: High Desert Museum (www.highdesertmuseum.org)

Sponsoring Organization's Mission: Through exhibits, wildlife, and living history, the High Desert Museum creates learning experiences to help audiences discover the connection to the past, their role in the present, and their responsibility to the future.

Project Location: High Desert Museum 59800 S. Highway 97, Bend, OR 97702

Transportation Information: Member must provide transportation; mileage to offsite programs is reimbursed.

Position Summary: The Youth Programs Assistant will provide high quality, educational after school programming for elementary aged children. Through this experience, the LINKS member will gain valuable teaching and curriculum design skills while providing engaging experiences for students and building the capacity of the High Desert Museum to reach more students with the Museum's mission.

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

1. Development of education programs and program delivery.
2. Assist with the evaluation of programs and delivery techniques.
3. Assist with development of Museum exhibit interpretive programs.
4. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
5. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
6. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Personal vehicle is required for service activities and mileage reimbursement is provided.
2. Must have a valid driver's license.
3. Submit to a criminal history background check given by the High Desert Museum.
4. Ability to work with a wide variety of people.
5. LINKS members must be at least 17 years of age at the time of enrollment in the program.
6. U.S. citizen, national or lawful permanent resident.
7. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
8. Ability to commit to the full term of service for which they are applying.
9. Submit to a criminal history background check and National Sex Offender Registry search.
10. Regular and reliable attendance.

Preferred Qualifications:

1. Undergraduate classes in elementary education and/or natural and cultural history.
2. Previous experience teaching and/or working with children in an education setting.
3. Knowledge of the cultural and natural history of the high desert region.

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). Professional development, trainings, and networking opportunities.
- 10% discount at the High Desert Museum café and store.
- High Desert Museum membership for one year.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to jobs@highdesertmuseum.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: Tracy Suckow at tsuckow@highdesertmuseum.org or 541-382-4754 ext 362 or Linda Rhine, Curator of Education at lrhine@highdesertmuseum.org or 541-382-4754.

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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