



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: ASAP – May 2010, flexible

Length of Term: Approx. 8 – 12 hours/week for 7 months. 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: Nature Preschool Intern (2 positions)

Project Sponsor: Tualatin Hills Park & Recreation District (www.thprd.org)

Sponsoring Organization's Mission: To promote conservation of natural resources, environmental education, and appreciation of the outdoors.

Project Location: Tualatin Hills Nature Park, 15655 SW Millikan Way, Beaverton, Oregon 97006

Transportation Information: Close to MAX Blue Line Beaverton Creek and Merlo/158th stations. Also within a half a mile of Tri-met bus route 57.

Position Summary: Join the nature preschool staff of Tualatin Hills Nature Park and gain valuable experience in early childhood development as well as nature education, while working with the preschool coordinator to create and lead fun and educational activities. The nature preschool programs are based in the 222-acre Tualatin Hills Nature Park in Beaverton, Oregon.

The member assists in leading activities, preparing materials, and working closely with children ages 3-6 in all program activities to provide a safe, enjoyable and educational experience. Programs run daily September through May.

The LINKS member will benefit from this activity in the following ways:

- a. Opportunity to further develop skills in outdoor education and interpretation.
- b. Experience teaching and developing environmental education activities that will enhance the member's resume.
- c. Experience in early childhood behavior and development.
- d. Receive support from staff and take the lead on existing projects.

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

1. Work with Nature Park staff to lead educational activities and develop curriculum.
2. Assist in leading a variety of educational activities including hikes, games, plant and animal identification, and crafts. Increased responsibility will be given as the member's term of service progresses.
3. Assist in supervision of up to 16 children with 2 other staff members.
4. Assist in maintaining accurate records of incidents and participant behavior issues.
5. Follow and enforce child safety and security policies.
6. Help to prepare a written evaluation for week's programs.
7. Take participant attendance.
8. Perform other duties as requested.
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. Current American Red Cross First Aid and CPR Certification required prior to the first day of internship.
2. Must be at least 18 years of age at the time of enrollment in the program.
3. U.S. citizen, national or lawful permanent resident.
4. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check and National Sex Offender Registry search.
7. Regular and reliable attendance.

Preferred Qualifications:

1. Interest and/or experience in youth outdoor or environmental education.

2. Knowledge of or willingness to learn flora/fauna identification, games, crafts, the skill of interpreting, as well as other outdoor skills.
3. Ability to comfortably hike up to 4 miles in any given day on varied and uneven terrain in natural areas in NW Oregon.
4. Ability to work comfortably, tactfully, courteously and effectively with children, Park District Staff, parents and volunteers.

Member Benefits Include:

- This position does not include a living allowance.
- 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).
- This position will provide the member with excellent on-the-job training that will enhance the member's resume.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to epayne@thprd.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: Elisa Payne, Program Coordinator, 503/629.6350, epayne@thprd.org.

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

LINKS p 360) 750-7500 x 114
2500 NE 65th Ave f 360) 360-694-2491
Vancouver, WA 98661 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