



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Length of Term:** Approx. 35 hours per week for 12 months. 1,700 hours total.

**Application Deadline:** August 10, 2009

**Service Dates:** September 14, 2009 – September 10, 2010.

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

**Position Title:** Youth Environmental Education and Volunteer Coordinator (1 position)

**Project Sponsor:** Willamette Valley National Wildlife Refuge Complex, Visitor Services Program.

<http://www.fws.gov/willamettevalley>

**Sponsoring Organization's Mission:** The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife and plants and their habitats for continuing benefit of the American people.

The mission of the National Wildlife Refuge System (NWRS) is to administer a national network of lands and waters for the conservation, management, and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.

**Project Location:** William L. Finley National Wildlife Refuge, 26208 Finley Refuge Road, Corvallis, OR 97333

**Transportation Information:**

- Organizational vehicle is usually available for service activities.
- Personal vehicle may be required for service activities and mileage reimbursement is provided.
- Personal vehicle is recommended to get to service site.

**Position Summary:** Working with local educators, the Youth Environmental Education and Volunteer Coordinator will develop and implement a comprehensive, curricula-based environmental education program meeting state standards, including an annual teacher workshop, an educator's guidebook, and any supporting materials needed for the activities (50%). Conduct outreach, interpretive, and educational programming (25%). Train volunteers to present education programs. Maintain, enhance and further develop volunteer recruitment, retention, management, recognition, and tracking program (25%).

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

1. Plan and lead environmental education activities for K-12 students in both the classroom and the field.
2. Develop, coordinate and conduct teacher workshops.
3. Develop Educators Guide Book.
4. Develop a system for recruitment, training, coordination and tracking of volunteers.
5. Expand the number and type of volunteer opportunities available at the organization.
6. Collaborate with staff to research volunteer needs and develop volunteer position descriptions.
7. Develop community partnerships that support the service-learning efforts of faculty and students.
8. Work with community partners, such as Institute for Applied Ecology RARE program and Friends of Willamette Valley NWR Complex, in conservation-related activities.
9. Complete required security training, paperwork and reports in a timely manner.
10. Complete and submit all necessary USFWS paperwork and reports in a timely manner.
11. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
12. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
13. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

**Requirements:**

1. Must be able to operate a government-owned or leased motor vehicle. A valid state driver's license is required.
2. Travel to and attend meetings and training in various parts of the region.
3. Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
4. Serve weekends and occasional evenings.
5. Strong organizational and interpersonal communication skills.
6. 18 years of age or older, at beginning of service term, and no older than 25.

7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Submit to a criminal history background check and National Sex Offender Registry search.
11. Regular and reliable attendance.

**Preferred Qualifications:**

1. Desire and ability to recruit and manage volunteers.
2. Interest or experience in natural resources and/or biology.
3. Familiarity with the region and green spaces is helpful but not required.
4. Computer literate and able to operate common office equipment.
5. Interest or experience in educational methods.

**Member Benefits Include:**

- A taxable living allowance of \$11,400 divided into monthly increments.
- 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.
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- 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.

**How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [sallie\\_gentry@fws.gov](mailto:sallie_gentry@fws.gov)

**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:** Sallie Gentry, Visitor Services Manager, 541-757-7236 or [sallie\\_gentry@fws.gov](mailto:sallie_gentry@fws.gov).

**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>.

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