



AmeriCorps Position Description

Position Title: Volunteer Program Outreach Associate (1 Position)

Project Sponsor: Mountains to Sound Greenway Trust <http://www.mtsgreenway.org>

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. www.nwserviceacademy.org

Project Location: 911 Western Ave Suite 523, Seattle, WA 98104

Position Summary: The Volunteer Program Outreach Associate will be heavily involved in the maintenance and growth of public involvement and stewardship in the Mountains to Sound Greenway. The Volunteer Program currently includes several hundred volunteer events each year conducting tree planting, invasive plant removal, trail work and other enhancements on public lands in the corridor. These events include regular weekend events, camping trips for youth and specialized events for groups. This person will work with a dynamic, creative, growing team to increase recruitment, develop outreach strategies, and coordinate current and future events for the public. The Outreach Associate will be integrally involved in outreach, recruitment, registration, and recognition in order to develop a strong, growing volunteer program that supports conservation work along the Mountains to Sound Greenway. There will also be opportunities to develop independent projects to meet the associates and the Greenways shared interest and needs. This position is ideal for an outgoing, energetic, organized individual with experience working with the public and a passion for the outdoors.

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

1. Outreach: Advertising events with local media and finding other creative ways to inform students, employees and retirees, faith-based organizations, and other diverse groups about volunteer opportunities.
2. Recruitment: Attending volunteer recruitment fairs at schools, businesses, community festivals, etc.
3. Communications: Coordinate print and electronic mailing, write articles for the newsletter, and find new ways to keep current volunteers well-informed and connected.
4. Coordination: Managing volunteer event registration, emailing detailed project information for each event, and track volunteer involvement in the Greenway database, which includes detailed data entry.
5. Lead field events in the Greenway, which includes developing relationships with and educating volunteers about the Greenway, site history, and other relevant information.
6. Recognition: Writing thank-you letters and sending out personalized notes, T-shirts and mugs.
7. Other tasks as requested.
8. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Personal vehicle is required for service activities and mileage reimbursement is approved.
3. Outstanding organizational skills and attention to detail.
4. Proven personal initiative and ability to handle multiple tasks and projects in a fast paced environment, to prioritize, use good judgment, and problem solve.
5. Strong written communication and public speaking skills.

AN EQUAL OPPORTUNITY EMPLOYER

6. Professional demeanor.
7. Demonstrated experience as a team player.
8. Experience working with volunteers .
9. Flexible schedule to enable attendance at regular weekend events (most Saturdays) and occasional evening meetings .
10. 21 years of age or older, at beginning of service term.
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. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
15. Regular and reliable attendance.
16. Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

1. Associate's or Bachelor's degree preferred.
2. Experience with marketing and outreach.
3. Education or experience in natural resource fields.
4. Standard computer skills as well as experience with database management (including Microsoft Office, especially Access).
5. Experience with restoration and trail maintenance techniques desired.
6. Wilderness First Aid (or higher) and CPR training desired.

Member Benefits Include:

1. A taxable, monthly living allowance (before taxes, approximately \$1,036.00 monthly living stipend.).
2. Upon successful completion of a term of service, eligible members/leaders 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 trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.
7. Seattle Metro Bus Tickets/Monthly Bus Pass to cover all transportation to Seattle Office.
8. Reimbursement for mileage incurred while traveling to Issaquah Field Base for Volunteer Events.

Transportation Information:

1. Organizational vehicle is available for service activities.
2. Bus tickets are available.
3. Both the Seattle office and field base are accessible by public transportation.
4. Personal vehicle is recommended to get to the field base.

Application Deadline: Will occur as qualified applications are received.

Interviews: Will interview as qualified applications are received.

Service Dates: January 12, 2009 - November 20, 2009

NWSA Center: Mt. Adams Center

Type of position: Individual Placement

Length of Term: 1700 hours

How to apply:

1. Complete all of the application materials found on the "How To Apply" page at www.nwserviceacademy.org/apply.cfm
2. Send application materials and resume` to stephanie.ludlow@esd112.org

OR you may mail them to:

Stephanie Ludlow
NWSA
2453 HWY 141
Trout Lake WA 98650

Questions? Please contact Stephanie at 509-395-3465 or stephanie.ludlow@esd112.org