UNITED COMMUNITIES AMERICORPS

United Communities AmeriCorps (UCA) members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

SERVICE TERM
August 26, 2020 – July 31, 2021 (full-time; 11 months - 1700 hours)

POSITION TITLE
Environmental Education Coordinator

PROJECT HOST SITE
The Crest at Willow-Witt | www.thecrestatwillowwitt.org

PROJECT LOCATION
658 Shale City Rd., Ashland OR 97520

POSITION SUMMARY
The AmeriCorps member will assist The Crest at Willow Witt, a non-profit dedicated to the conservation and restoration of the unique ecosystem in the Southern Cascades, and the headwaters, wetlands, and forests that arise there, build their organizational capacity by further developing their volunteer and service-learning programs. The member will engage organizations, groups, individuals and schools in environmental education and stewardship activities to cultivate awareness on the values of ecology and the complex web of food and environment. The member will implement curriculum, train instructors and volunteers, and will provide support for Outdoor School and environmental education camps at The Crest.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)
- Develop database, forms, and policies for volunteer recruitment, management, and maintenance, including risk assessment, role descriptions, and progress assessment tools.
- Maintain database of community organizations that support and work with volunteer groups
- Reach out to and speak to community organizations and schools to recruit support and volunteers
- Assist at camps and environmental education programs
- Develop service learning programs for students of all ages in the environmental conservation programs of The Crest
- Join and assist in management of service learning projects; these usually involve wetland restoration, trail building, small-scale forestry work (no chainsaws)
- Join the family of the staff team at The Crest and its site, Willow-Witt Ranch
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA training and service requirements including orientation, trainings, team meetings, and National Days of Service (Make a Difference Day, MLK Jr. Day, and a June Service Event).
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

MARGINAL RESPONSIBILITIES (to include, but not limited to)
- Assist with small scale building projects related to environmental education and conservation
- Assist fundraising efforts/events to support AmeriCorps sponsored programs of The Crest
POSITION REQUIREMENTS
- Proficient in Microsoft Office Suite
- Interest in recruiting and supporting volunteers and in community organizing/recruiting
- Ability to work within flexible hours
- Self-motivated, independent, creative worker who enjoys people, whether working with others or alone
- Strong organizational and time-management skills
- Ability to communicate effectively and professionally in writing, public speaking and personal communication
- Must have reliable vehicle; personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have valid driver’s license, clean driving record and ability to provide documentation.
- 17 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime. Applicants must disclose if they have ever been removed for cause from any national service program.

PREFERRED QUALIFICATIONS
- Bachelor’s degree in Environmental Sciences, Communications, or Education, or 4 years of related work experience
- Experience recruiting and supporting volunteers
- Experience with development, management, and maintenance of database
- Experience and facility in public speaking
- Fluency in Spanish is helpful, not necessary
- Working knowledge of all social media platforms, including ability to post, boost, advertise

SERVICE CONDITIONS
- Small shared office with access to restroom, kitchen and farm. Public speaking engagements at meetings and leading tours for organizations, schools and groups. Will also occasionally work outdoors in sun, rain, or possible snow with children and adults in environmental and conservation education

PHYSICAL & INTELLECTUAL DEMANDS
- Unfortunately, the outdoors work may not be physically accessible to all people.
- Small office is accessible and adaptable.
- We are seeking an inquisitive, adaptable, and outgoing person who works well alone and with others. The position will include outreach to community organizations, schools, and students.
- A reasonable amount of driving is required

EQUIPMENT USED
- Standard office equipment, computer, printer, scanner, telephone, etc.
- Standard pruning tools, light forestry tools, shovels. No chainsaw use.
- Vehicle

TRANSPORTATION INFORMATION
- The site is 12 miles from nearest town (Ashland, OR) and requires good transportation to get to and from work. All-wheel or 4-wheel drive is helpful. The site has snow on the road ~November through March; the hosts can work with the member to access snowy roads for ~4 miles of road. Personal vehicle is required for service activities and mileage reimbursement will be provided.

MEMBER BENEFITS INCLUDE
- $14,297 living allowance paid over the 11-month service term (approx. $1,299.72 monthly, before taxes).
- $6,195 education award upon successful completion of the term of service which can be used to repay qualified student loans or 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. Members that are 55 and older may transfer the award to one child or grandchild.
- May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities
- Free access to certified organic eggs, raw goat milk, and vegetables weekly as available.
- Pleasant working surroundings with environmentally-conscious hosts and co-workers on beautiful large property managed for conservation and regeneration. Clean air and spring water.

EQUITY & INCLUSION
UCA values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

HOW TO APPLY

**Application Deadline:** July 31, 2020

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

**STEP 1:** **Apply to United Communities AmeriCorps:**
- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA will then forward it to site supervisor for review who then waits for items in Step 2

**STEP 2:** **Apply to Project Site Supervisor:**

*Conducts first round interviews on a rolling basis and recommends top candidates to UCA*

Email the following items to Suzanne Willow, exec@thecrestatwillowwitt.org:
- Resume
- Cover Letter (1 page)
- Contact information for three References (name, title, relationship, email, & phone)

**STEP 3:** The Project Site Supervisor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

QUESTIONS ABOUT THIS POSITION? CONTACT:
Suzanne Willow
Interim Executive Director | The Crest
658 Shale City Rd, Ashland OR 97520
541-890-1998 | exec@thecrestatwillowwitt.org

QUESTIONS ABOUT AMERICORPS? CONTACT:
Jordan Jungwirth
Program Director | United Communities AmeriCorps
280 Kenneth Ford Drive Roseburg, OR 97470
541-492-3919 | jordan.jungwirth@ucancap.org