

United Communities AmeriCorps Position Description

Position Title: Environmental Education and Outreach Leader

Project Host Site: Umpqua Watersheds, Inc. www.UmpquaWatersheds.org

UCAN Mission: This position is in partnership with the United Community Action Network (UCAN). UCAN's mission is: Creating solutions to Poverty, Improving Lives in Our Community. www.ucancap.org

Project Location: 539 SE Main Street, Roseburg, Oregon 97470

Position Summary: Umpqua Watersheds, Inc. is a 501(c)(3) non-profit environmental organization. We are “dedicated to the protection and restoration of the Umpqua basin and beyond through education, restoration, advocacy and ecologically sound stewardship.” The primary goal of the Environmental Education and Outreach Leader is to expand our educational capacity in order to improve science literacy and develop technical skills in natural resources for at-risk youth in Douglas County. The member will strengthen and expand our education programs including a forest stewardship curriculum, a wilderness education curriculum and a Science Olympiad team (75%). The member will work with our board and staff on our summer programs including coordinating field work projects for our natural resources technical crew and will lead our Youth Wilderness Campout (15%). The member will also recruit and manage volunteers and raise funds to support our educational programs (5%). The member will assist in restoration projects in the Elk Creek Watershed (5%).

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

- Provide long term one-on-one mentoring through individualized socioemotional & academic support.
- Teach existing curricula and education programs in partnering schools and organizations.
- Refine and update curricula, educational materials, and teaching tools in forest stewardship, environmental science, and natural resources.
- Outreach to new schools and organizations for new educational partnerships.
- Coordinate and organize field trips to Crater Lake National Park.
- Raise funds through donation requests and small grants to support the education programs.
- Assist with recruitment and event planning for Umpqua Community College’s Natural Resources Program.
- Complete and submit all necessary UC AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all UC AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear UC AmeriCorps apparel and appropriate identifiers while performing service or attending official events.

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

- Assist in organizational, outreach, and tabling events throughout the year.
- Assist in office work (answering calls, mailing newsletters, etc.) when needed.

Position Requirements:

- Ability to work independently, show initiative, and communicate effectively.
- Ability to teach independently and with school staff and volunteers.
- Ability to work with at-risk youth (ages 10 and up) in classroom and outdoor settings.
- Comfortable working outdoors at times.
- Comfortable working in an office setting in-between activities and when programming schedules are less active.
- Willingness to work a flexible schedule, including some evenings and weekends.
- 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 fingerprint criminal history background 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:

- Possess a four-year science, environmental education or a related degree from an accredited college or university.
- Two years or more experience teaching science, environmental education or a related field.
- Energetic, self-motivated, self-directed, and willing to learn individually and with a team.
- Experience in outdoor recreation (backpacking, camping, etc).
- Experience and/or desire to work with at-risk youth (ages 10 and up).
- Experience recruiting and managing volunteers.
- Excellent verbal, written, and organizational skills.
- Highly self-motivated and ability to work independently at times.
- Possess a vehicle and a valid driver's license, clean driving record and ability to provide documentation.

Service Conditions:

- Serve at-risk youth of varying ages and educational backgrounds.
- Alternate between office, classroom, and outdoor settings.
- Working environment is not always structured and the member must be flexible for changes.

Physical/Intellectual Demands

- Ability to accommodate diverse points of view in students and in the community.
- Ability to manage students in a professional manner in classroom and outdoor settings.
- Ability to teach in front of students.
- Be resourceful in developing curricula with supporting educational tools.
- Have an interest in and willingness to learn more about science and/or education.
- Comfortable hiking, backpacking, and camping.
- Frequent driving between host site and schools.

Equipment Used:

- Office equipment: computer, photocopier, printer, scanner, phones, camera.
- Office software and online tools: Microsoft Windows, Microsoft Office, Facebook, Wordpress.
- Science and environmental education supplies and materials (GPS, compass, clinometer, etc).
- Outdoor equipment: Tents, sleeping bags, portable gas stoves.

Transportation Information:

- Project site is accessible by public transportation.
- Personal vehicle is recommended to get to service site.
- Monthly/annual transit passes are available for service activities and will be provided by the project host site.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,139).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,730. The education award 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.
- Loan forbearance (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
- Working in an inspiring and exciting organization with a supportive and passionate board, staff, and membership.

Application Deadline: August 1, 2016

Interviews: Interviews will be conducted on a rolling basis as qualified candidates are identified, and selection may be made prior to the application deadline. Early application is strongly encouraged.

Type of position: Full time

Service Dates: August 31, 2016 – July 31, 2017

Length of Term: 1700 hours

How to apply:

Step 1 - Complete Your Application Online:

1. Apply through www.AmeriCorps.gov by clicking on “Advanced Opportunity Search” then search by Program Name: “UCA”

Step 2 - Email your résumé and cover letter to the Project Host Site for this position – Alan Bunce at Alan@umpqua-watersheds.org. Please include the names & contact information for three references.

Step 3 - The Project Host Site will conduct all initial interviews and recommend a candidate for this position.

Step 4 - UCA will interview top applicants recommended by the Project Host Site and approve final selection.

Questions about the position? Contact: Alan Bunce at alan@umpqua-watersheds.org or (541) 672-7065.

Questions about the AmeriCorps program? Contact Jordan Jungwirth at United Communities AmeriCorps, Jordan.Jungwirth@ucanap.org or at 541-492-3919.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals and conduct all activities in fully accessible settings.