



Position Description

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 29, 2024 – July 31, 2025 (Full-time; 11 months – 1700 hours)

MEMBER LIVING ALLOWANCE

\$20,400 living allowance paid over the 11-month service term

EDUCATION AWARD

\$7,395 Segal Education Award upon successful completion of the term of service

POSITION TITLE

Environmental Education and Outreach Leader

PROJECT HOST SITE

Umpqua Watersheds | www.umpquawatersheds.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 Environmental Education and Outreach Leader plays an essential role in expanding our educational capacity to improve science literacy and awareness of the importance of environmental sustainability. The member will strengthen and expand our education programs by working with our education committee and staff to develop curriculum and to teach in local K-12 schools (50%), host a bi-weekly community radio show called “Living Downstream” (20%). The member will work with our volunteers and staff on our summer programs including River Appreciation Day and will lead our Youth Wilderness Campout (20%). The member will also recruit and manage volunteers and work with our team to raise funds to support our educational programs (10%).

Events our AmeriCorps will participate in include the Umpqua Outback Concerts and Presentations, tabling at community events, attending workshops, River Cleanup Days, Hikes and Campouts, UW Annual Membership Banquet. Our AmeriCorps are valued and celebrated, and our focus is on providing a life-changing experience through their service with our organization.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- 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.
- Produce and host the “Living Downstream” community radio show for Umpqua Watersheds’ KQUA non-commercial educational radio station (Training provided).
- Outreach to new schools and organizations for new educational partnerships.
- Actively participate in monthly Education Committee Meetings.
- Attend monthly Board of Director meetings to provide updates on AmeriCorps activities and Programs.
- Provide regular updates on UW website and social media with information on Education events and activities.
- Assist in Volunteer recruitment, training, and management as it relates to Education and fundraising initiatives.
- Implement and/or develop systems to utilize Volunteer Management Goals (VMPs).
- 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)

- Learn and improve processes and programs utilizing various software platforms to improve and increase capacity and resiliency (such as Zoom, Boomerang, Microsoft 360, Pod beam)
- Assist in office work (answering phone calls, assisting with mailing newsletters and MailChimp emails, etc.)

• 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 6 and up) in classroom and outdoor settings.
- Comfortable working outdoors at times.
- Willingness to learn and utilize new technologies.
- 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 the 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

- 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 6 and up).
- Experience recruiting and managing volunteers.
- Excellent verbal, written, and organizational skills.
- 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.
- The working environment requires adaptability to changing situations

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 the 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).
- Outdoor equipment: Tents, sleeping bags, portable gas stoves.
- Audacity and other equipment necessary for radio show production

TRANSPORTATION INFORMATION

- The project site is accessible by public transportation and/or bike.
- A personal vehicle is required to get to service sites

MEMBER BENEFITS INCLUDE

- \$20,400 living allowance paid over the 11-month service term (approx. \$850 bi/weekly, before taxes).
- \$7,395 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).
- SNAP benefits for those who qualify.
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities.

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, 2024

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.

Apply to United Communities AmeriCorps:

Option 1:

- Visit <https://my.americorps.gov/> and select “apply to serve”
- Create a login and password
- Build your AmeriCorps profile and application to serve
- Click on “Advanced Opportunity Search” and search by Program Name: “UCA” and

State: “OR”

Option 2:

- email the following documents to ucamericorps@ucancap.org
- Resume
- Cover Letter (1 page)
- Contact information for two References (name, title, relationship, email, & phone)

QUESTIONS ABOUT THIS POSITION? CONTACT:

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QUESTIONS ABOUT AMERICORPS? CONTACT:

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