



AmeriCorps Position Description

Position Title: Friends of the Forest Day Program Coordinator (1 Position)

Project Sponsor: National Forest Foundation <http://www.becomeafriend.org>; <http://www.natlforests.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: 805 SW Broadway, Suite 2100, Portland, OR 97205

Position Summary: Friends of the Forest® Day is a volunteer opportunity that invites families to take care of Oregon's outdoor treasures, our National Forests. The goal of Friends of the Forest Day is to create a positive experience for volunteers, improving heavily used National Forest sites while deepening citizen commitment to the value of forests for current and future generations. The National Forest Foundation (NFF) is bringing volunteers unforgettable hands-on forest stewardship experiences in special places with volunteer work that is fun, family-friendly and has tangible benefits.

The work of Friends of the Forest Day volunteers is focused on enhancing the natural and recreation resources of our National Forests. Volunteers build trails, restore trails and campgrounds, plant trees and remove invasive species. Projects take place in National Forest locations that are close to population centers and at sites that are favorites of the visiting public. The volunteers are provided with lunch. Over lunch, they hear a short talk about something special at that site, leaving them with a deeper understanding and appreciation for the conservation and historic values of these treasured lands.

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

1. Plan Friends of the Forest Day volunteer activities in coordination with Forest Service, sponsors and co-host organizations.
2. Prepare for and lead co-hosting partner organizations and Forest Service in key tasks to manage logistics, supplies and signage for each event; conduct site visits.
3. Develop outreach strategy in coordination with partners. Recruit volunteers.
4. Identify a speaker to provide the learning component of each event.
5. Work with media including print media on the local and regional level, blogs, radio and TV for public service announcements to announce volunteer opportunity and get day-of coverage of events.
6. Manage online registration and contact with volunteers.
7. Attend all Friends of the Forest Day events and manage crew leaders, operations, lunch and learning segment, greet volunteers, troubleshoot as needed.
8. Evaluate events through contacts with volunteers and partners, gather testimonials and recommendations, integrate input to improve program.
9. Write short articles about Friends of the Forest Day to post to blogs, submit to magazines and use within the NFF's media venues, Your National Forest magazine and www.becomeafriend.org.
10. Manage youth Friends of the Forest Day program in partnership with school and Boys and Girls Club program leaders.
11. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
12. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
13. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

AN EQUAL OPPORTUNITY EMPLOYER

Position Requirements:

1. A talent for working with people, solve and avoid problems by thinking as a partner as well as a leader
 2. Interest and comfort in working in the outdoors
 3. Excellent organization and prioritization skills; ability to handle a multitude of time-sensitive, detailed and partner-integrated tasks
 4. Experience with or interest in working with the press, interpersonal marketing and telling the stories of the Friends of the Forest Day
 5. Proven ability to innovate, be resourceful and get results when faced with a new task
 6. Excellent written and verbal communication skills; comfort in speaking to people in small and large groups
 7. Demonstrated ability to work both independently and as part of a team
 8. Must have a valid driver's license, clean driving record and ability to provide documentation.
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9. 25 years of age or older, at beginning of service term.
 10. U.S. citizen, national or lawful permanent resident.
 11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
 12. Ability to commit to the full term of service for which they are applying.
 13. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
 14. Regular and reliable attendance.
 15. 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. Marketing skills and an interest in promoting volunteerism and conservation through Friends of the Forest Day with volunteers, partners and sponsors
2. Press and journalism skills including writing press releases and successful contacts with press
3. Experience with or interest in working with in the National Forests
4. Interest in outdoor recreation, natural resource management and/or volunteer management as a career

Member Benefits Include:

1. A taxable, monthly living allowance (before taxes, approximately \$1,036.00 monthly living allowance.).
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.

Transportation Information:

1. Personal vehicle is recommended to get to service site.

Application Deadline: On-going until filled.

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, resume` and cover letter 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