

# Position Description

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## **SERVICE TERM**

September 1, 2021 – July 31, 2022 (full-time; 11 months – 1700 hours)

## **POSITION TITLE**

Education and Volunteer Program Lead

## **PROJECT HOST SITE**

The Crest | [www.thecrestatwillowitt.org](http://www.thecrestatwillowitt.org)

## **PROJECT LOCATION**

658 Shale City Road, Ashland, Oregon 97520

445 acres of private inholding in the Cascade-Siskiyou National Monument.

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The Education and Volunteer Program Lead will contribute to the exciting work of a young non-profit organization in building, improving and developing high-quality volunteer and environmental education programs. The Program Lead will help implement curriculum, train instructors and volunteers, and coordinate Outdoor School, environmental education and volunteer programs at The Crest.

## **ESSENTIAL RESPONSIBILITIES** (include, but not limited to)

- Develop Outdoor School (ODS) spring and fall curriculum, help with hiring of instructors, recruit schools for programs, obtain supplies and materials needed for this program, oversee programs alongside the Program Coordinator.
- Write the monthly newsletter.
- Develop core of the Standard Operating Procedures for current programs.
- Assist with marketing summer day camps as well as anticipated overnight educational camps for 2022.

- Develop database, forms, and policies for volunteer recruitment, management, and maintenance, including risk assessment, role descriptions, and progress assessment tools.
- Present to and build relationships with community organizations and schools to recruit support and volunteers.
- Develop service learning programs for students of all ages in the environmental conservation programs of The Crest.
- Recruit and train volunteers for fundraising events to support The Crest.
- Join the family of staff at The Crest and its site, Willow-Witt Ranch.
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- Lead current volunteer work parties focused on gardening and wetland restoration.
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA training and service requirements including orientation, training, 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** (include, but not limited to)

- Join and assist in management of service learning projects; these usually involve wetland restoration, trail building, small-scale forestry work (no chainsaws).
- Assist at camps and environmental education programs.
- Assist with small scale building projects related to environmental education and conservation.
- Assist fundraising efforts/events to support conservation and programs of The Crest.

**POSITION REQUIREMENTS**

- Strong IT skills, including database development and management.
- 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 a reliable vehicle; a personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 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**

- Bachelor's degree in Environmental Sciences, Communications, or Education.
- Fluency in Spanish is helpful, not necessary.
- Experience recruiting and supporting volunteers.
- Experience with development, management, and maintenance of databases.
- Experience and facility in public speaking.
- Working knowledge of all social media platforms, including ability to post, boost, advertise.

#### **MEMBER BENEFITS INCLUDE**

- \$15,100.00 living allowance paid over the 11-month service term (approx. \$1,372.72 monthly, before taxes).
- \$6,345.00 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

### **SERVICE CONDITIONS**

Small shared office, currently in ED's house, 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. Ability to work remotely from home if needed.

### **PHYSICAL & INTELLECTUAL DEMAND**

Unfortunately, outdoor work may not be physically accessible to all people. Small office is accessible and adaptable. A reasonable amount of driving is required.

### **TRANSPORTATION INFORMATION**

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

### **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, 2021**

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: [exec@thecrestatwillowwitt.org](mailto:exec@thecrestatwillowwitt.org)

- Resume
- Cover Letter (1 page)
- Contact information for three references (name, title, relationship, email, & phone)

**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](mailto:exec@thecrestatwillowwitt.org)

**QUESTIONS ABOUT AMERICORPS?**

CONTACT: Rachelle Mills Program Director | United Communities AmeriCorps  
280 Kenneth Ford Drive Roseburg, OR 97470  
458-803-6653 | [rachelle.mills@ucanap.org](mailto:rachelle.mills@ucanap.org)