



## AmeriCorps Position Description

**Position Title:** Community Program Facilitator (1 Position)

**Project Sponsor:** Janus Youth Programs Village Gardens [www.jyp.org](http://www.jyp.org)

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD 112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships. [www.northwestserviceacademy.org](http://www.northwestserviceacademy.org)

**Project Location:** 8602 North Swift Way, Apartment #120, Portland, OR 97203

**Position Summary:** The Community Program Facilitator will serve in partnership with the Community Program Supervisor to provide training, organizational and technical support to the community leaders and gardeners of the Seeds of Harmony and St. Johns Woods Gardens. The leaders and gardeners live in the St. Johns Woods, New Columbia and/or Tamaracks affordable housing communities and have diverse cultural, ethnic, and racial identities. The member will support the leadership of the residents and assist them in developing and implementing their goals which include producing food, sharing knowledge about gardening and food, providing safe activities for children, making the community more beautiful, uniting the diverse cultural groups in their neighborhood and learning the skills to lead and organize the community. Primary goals can be summarized as 1) support garden committee activities (40%); 2) support children's garden development (30%); 3) garden coordination and training (20%), volunteer group coordination (5%); and 4) Market Shuttle coordination (5%).

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

1. Coordinate Market Shuttle.
2. Plan and coordinate workshops in gardening and nutrition for all ages.
3. Support the operation and leadership of the Garden Committees .
4. Provide training and technical support to the Children's Garden Program.
5. Coordinate Volunteer Groups.
6. Improve garden facilities including fences, signage, paths, soil, compost etc.
7. Coordinate the acquisition of materials and supplies needed for Garden sites.
8. Coordinate production of monthly garden newsletter.
9. Outreach and network with community service providers, schools, businesses and other non-profits.
10. Assist with program evaluation and documentation.
11. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
12. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
13. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers. Training provided.
2. Must have a valid driver's license, clean driving record and ability to provide documentation.
3. Ability to relate authentically and respectfully with culturally, economically and racially diverse individuals and communities including East African, African American, Asian/Pacific Islander and/or Latino communities.
4. Able to work as a productive member of a team.
5. Able to effectively communicate in English, both verbally and in writing.
6. Self-directed and dependable with strong organizational and time management skills.
7. Ability to safely complete garden tasks i.e. lifting, raking, hoeing, planting and lifting.
8. Knowledge of gardening, nutrition, leadership and work-skills sufficient to develop and present basic curriculum on these topics to a variety of ages.
9. 18 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.

### Preferred Qualifications:

1. Experience working with children and/or curriculum development
2. Multi-lingual and/or multi-cultural skills
3. Enthusiasm for encouraging the personal and professional growth of others
4. Able to build strong team cooperation and respect in a work setting that incorporates leadership of participants with diverse cultural, educational and economic backgrounds

### Member Benefits Include:

1. A taxable, monthly living allowance (before taxes, approximately \$1009).
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. Access to Janus Youth Programs training's including but not limited to: Residential Counselor Training: a one-day workshop on the role and responsibilities of a childcare professional and Values Based Management: a three-day workshop taught by Dennis Morrow on leading a values based organization and staff

### Transportation Information:

1. Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
2. Project site is accessible by public transportation.
3. Personal vehicle is recommended to get to service site.

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**Application Deadline:** Open until filled.

**Interviews:** No set schedule. Open until filled.

**Service Dates:** 9/13/2007 - 8/12/2008

**NWSA Center:** Lower Columbia Center

**Type of position:** Portland-Vancouver Individual Placement

**Length of Term:** 1700 hours

### How to apply:

**Step 1 - Email your résumé** to Tera Couchman at [tcouchman@janusyouth.org](mailto:tcouchman@janusyouth.org) (include the names & contact information for three references).

#### **Step 2 - Complete Your Application On-line:**

1. The AmeriCorps national online application site is located at <https://recruit.cns.gov/>. This is our preferred method. The program identification number is: **Lower Columbia Center 95ADNOR0050001-4**
2. Submit **ONLY ONE** application to NWSA regardless of the number of NWSA AmeriCorps positions you are applying to.
3. Be sure to download, sign and mail your AmeriCorps Application Certification Form to Sherrie Jackson at the below address.

**Questions about the position? Contact:** Tera Couchman, [tcouchman@janusyouth.org](mailto:tcouchman@janusyouth.org) or 503-860-8736

**General questions about AmeriCorps, NWSA or our recruitment process? Contact:**

Sherrie Jackson

Recruitment Coordinator

NWSA Lower Columbia Center

55 SE Main Street

Portland OR 97214

p 503-234-2383 ext 108

f 503-232-0166

email: [sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)