



## Position Description

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UCAN AmeriCorps members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCAN 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

February 3, 2025 – July 31, 2025

(Full-time; 6 months – 900 hours)

### MEMBER LIVING ALLOWANCE

\$11,050 living allowance paid over the 6-month service term

### EDUCATION AWARD

\$3,697.50 Segal Education Award upon successful completion of the term of service

### POSITION TITLE

Environmental Education Specialist

### PROJECT HOST SITE

Applegate Partnership & Watershed Council

### PROJECT LOCATION

Ruch, Oregon

### POSITION SUMMARY

The Applegate Partnership & Watershed Council is looking for an organized and motivated individual to develop and pilot a high school leadership program and a low-cost outdoor summer day camp with a counselor-in training program. The Environmental Education Specialist will recruit, train, and supervise youth leaders throughout the duration of these programs.

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

- Develop and pilot a high school leadership program for the Applegate Outdoor School program through partnerships with the local high schools. Typical duties include:
  - Contact local high school teachers to gauge interest in participating in a high school leadership program
  - Conduct recruitment meetings at interested schools.
  - Develop high school leadership training curriculum.
  - Conduct classroom and onsite training sessions with high school leader cohorts.
  - Oversee high school leaders during Applegate Outdoor School.
- Develop and pilot an outdoor summer day camp for preschool and elementary aged children at a public park. Typical duties include:
  - Create and publicize promotional materials.
  - Oversee program registration and scheduling.
  - Develop program curriculum and purchase program materials.
  - Recruit youth counselors-in-training.
  - Participate in staff training.

- Train and supervise youth counselors-in training during Applegate Outdoor Summer Camp.
- Implement and/or develop systems to inform Volunteer Management Goals.
- Complete and submit all necessary UCAN paperwork and reports in a timely manner.
- Attend and complete all UCAN training and service requirements including orientation, trainings, team meetings, and National Days of Service.
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

**MARGINAL RESPONSIBILITIES** (to include, but not limited to)

- Participate in staff meetings and occasionally attend meetings with the Board of Directors.
- Represent the organization at various community and outreach events.

**POSITION REQUIREMENTS**

- Ability to effectively organize and manage a team of youth volunteers.
- Excellent written and verbal communication skills.
- Proficient in Microsoft 365, Google Workspace, Dropbox, and Canva.
- 17 years of age or older, at beginning of service term.
- U.S. citizen, U.S. 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 education, biology, environmental studies, or a comparable field of study or 2+ years of equivalent work experience.
- Experience working with children in a professional and/or educational setting.
- Experience working with people from diverse backgrounds.
- Experience working in a leadership position.
- Experience with classroom and/or outdoor education curriculum development
- Experience with meeting and/or workshop planning and facilitation.

**PHYSICAL & INTELLECTUAL DEMANDS**

- Ability to occasionally lift up 40+lbs.
- Ability to work safely as part of a team in rural areas. Work includes walking over uneven, steep, and/or slippery terrain, wading in streams, kneeling, bending, stooping, etc. with exposure to all types of weather conditions. Other hazards such as ticks, mosquitos, thorny plants, poison oak, etc. may be encountered.

**EQUIPMENT USED**

- Computer provided by APWC
- Curriculum and/or lesson materials provided by APWC

**TRANSPORTATION INFORMATION**

- The Applegate Valley is a rural area with no available public transportation.
- Applicants must have the ability to travel to/from work locations on their own.

**MEMBER BENEFITS INCLUDE**

- \$11,050 living allowance paid over the 6-month service term (approx. \$850 bi/weekly, before taxes).

- \$3,697.50 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.
- Lunch provided during Applegate Outdoor School.
- Mileage reimbursement for work-related driving at the federal rate.

## **EQUITY & INCLUSION**

UCAN 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. UCAN is an AA/EEO employer. UCAN provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

## **HOW TO APPLY**

**Application Deadline:** January 15, 2025

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 UCAN AmeriCorps:**

- 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: “UCAN” and State: “OR”

## **QUESTIONS ABOUT THIS POSITION? CONTACT:**

Eva King

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## **QUESTIONS ABOUT AMERICORPS? CONTACT:**

Julia Anselmo

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