



WSC Use Only:	
<input type="checkbox"/>	AMENDED

Position Description Form WSC Programs

Member Name (First, Last)	Natural Resources Education Coordinator
Cascadia Conservation District	14 N Mission St, Wenatchee, WA 98801
Amanda Levesque	509-436-1601
Education & Outreach Specialist	amandal@cascadiacd.org

Refer to Position Description Instructions prior to completing

*This position requires you to serve a minimum of 1700 hours of service – **and** – successful completion of your term of service.

1. **Organization’s Mission:**

To encourage wise stewardship and conservation of all natural resources for current and future residents in Chelan County by

- Being an active advocate for wise land use and water management decisions.
- Promoting a reasonable approach to environmental problems.
- Providing locally-led, voluntary, non-regulatory solutions to local environmental problems.
- Educating both adults and youth about natural resources stewardship.
- Monitoring and responding to future trends that affect the environment.

2. **Position’s Alignment to Organization’s Mission:**

The AmeriCorps member will carry out activities in support of educating adults and youth about natural resources stewardship, a key component of Cascadia’s mission. The proposed programs encourage wise land use on a voluntary basis, also foundational to the work of the District.

3. **AmeriCorps Project Description:**

The AmeriCorps member will promote environmental stewardship in Chelan County and neighboring communities through various water quality and agricultural awareness programs for grade school through high school students as well as the citizens at large. The member will help to coordinate and deliver Water on Wheels, Wheat Week, and Kids in the Creek to area school groups, and Native Planting 101 to local adults, as well as assisting with the Chelan County Clean Water Campaign photo contest and stewardship calendar, outreach events, social media sites, newsletter articles, and member-led river cleanup and volunteer restoration projects.

4. **Member Key Essential Functions of the Position:**

- *Routinely refer to Member Service Agreement requirements*

Essential Functions:

- Provide high quality and energetic Water on Wheels and Wheat Week lessons to area schools and school groups.
- Keep an organized schedule of all lessons.
- Prepare for the daily lessons and clean any and all materials used each day
- Keep accurate, up-to-date records of the number of students, teachers, and lessons taught.
- Recruit and coordinate volunteers for Kids in the Creek outdoor education field days in support of the science learning stations and event logistics. Assist with community planning simulation and gather student evaluations.
- Coordinate and present the Native Planting 101 workshop, including advertising, scheduling venue, materials preparation, partner/presenter coordination, participant registration, documentation and reporting.
- Organize and coordinate at least 2 volunteer clean-up/restoration days.
- Contact, recruit and train volunteers, and follow up with volunteer appreciation.
- Track all data pertaining to programs and volunteer activities.
- Create reports for the Washington Service Corps tracking all necessary deliverables.
- Attend all regularly scheduled AmeriCorps and Cascadia trainings and meetings.

5. Member Performance Measure Expected Output(s) and Outcome(s):

Outputs:

- A minimum of 525 (unduplicated) Water on Wheels participants will be trained through the grade specific hands-on science lessons.
- A minimum of 475 (unduplicated) 4th or 5th grade students will receive the Wheat Week curriculum.
- A minimum of 250 high school students will receive Kids in the Creek field day instruction following the classroom teaching unit. AmeriCorps member will recruit and coordinate approximately 25 volunteers for the field day program.
- At least 25 adults will participate in the Native Planting 101 workshop.
- 20 acres of public land will be treated during at least two clean-up or restoration days. At least 25 volunteers will be recruited to assist with the projects.

Outcomes:

- Water on Wheels, Wheat Week and Kids in the Creek student participants will understand what stormwater is, its potential to carry pollution, and how nonpoint pollution can be prevented.
 - Elementary students will take home materials that will help them discuss stormwater pollution with their parents and teach their parents to recognize and prevent stormwater pollution.
 - High school students attending Kids in the Creek will participate in a community planning simulation that emphasizes water quality considerations in land use decisions.
 - Native Planting 101 workshop participants will understand the importance of nonpoint pollution prevention and the role of native plants in a healthy watershed.
 - Volunteers will be trained to recognize potential stormwater pollution and the importance of preventing it from entering storm drains or running into waterways and contaminating local bodies of water. They will also understand the importance of native plants and functioning riparian areas to water quality and watershed health.
- 1250 individuals will receive education or training in environmental stewardship. Of those, 1000 (80%) will report increased knowledge, and of those 900 (72%) will report a change in behavior or intention to change behavior.

6. Member Additional Duties and Responsibilities:

- *WSC members may be deployed to help support disaster response and/or recovery efforts. Sponsor organizations must agree to release Members for short term duration to assist with these efforts. Deployment may be waived if it presents undue hardship for an individual member. All deployments would be requested by the WSC unless your host organization is a disaster response organization where any requests for deployment would require initial approval by the WSC.*

Conduct outreach and assist with events to engage more individuals and organizations in resource conservation.

7. Volunteer Management:

- Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
- Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.
- Implement at least three new effective volunteer management practices.

8. Qualifications required for this position:

Enthusiastic, creative, self starter that takes initiative.

Demonstrated interest in and/or experience with natural resources and conservation related issues.

Some experience in leading formal and informal classroom and outdoor education programs.

Ability to recruit and coordinate volunteers for programs and activities.

Ability to use a computer and basic office machines.

Knowledge of Microsoft Office applications including Word and Excel.

Demonstrated written and verbal skills sufficient to communicate clearly.

Be available for a flexible schedule to include occasional nights and weekends to support workshops and community events.

Ability to serve independently with minimal oversight.

Ability and willingness to contribute as part of a team.

Valid driver's license.

Ability to pass a federal background check with fingerprinting and issuance of photo ID.

9. Location and Hours of Service:

<i>Day of Week</i>	<i>Start Time</i>	<i>Length of Meal Break</i>	<i>End Time</i>	<i>Name of service location</i>	<i>Physical address</i>	<i>Hours per day*</i>
Sunday						
Monday	8	1 hr	5	Cascadia CD office	14 N Mission St, Wenatchee, WA 98801	8
Tuesday	8	1 hr	5	Cascadia CD office	same	8
Wednesday	8	1 hr	5	Cascadia CD office	same	8
Thursday	8	1 hr	5	Cascadia CD office	same	8
Friday	8	1 hr	5	Cascadia CD office	same	8
Saturday						
Total Hours for the Week:						40

** Not including meal breaks*

NOTE: May require evening or weekend service outside of scheduled hours.

10. Supervision:

Primary Site Supervisor name: Amanda Levesque. The Primary Site Supervisor provides regular and ongoing support and guidance.

Backup Site Supervisor name: Peggy Entzel, phone number 509-436-1601, and e-mail address peggye@cascadiacd.org. The Backup Site Supervisor provides support and guidance in the absence of the Primary Site Supervisor.

11. Required WSC Training:

Completion of the following core training competencies: AmeriCorps Affiliation and Program Orientation; Cultural Awareness; Volunteer Recruitment and Management; Effective Communication; Leadership Skills; Performance Measurement; Teambuilding (Teams only); Life After AmeriCorps.

Individual Placement, Special Programs and Small Teams Only: Attendance at SERVES Institute that requires 2 night/3 day stay.

12. Required Site Training: Two-site specific trainings listed below:

On-the-job training: Throughout the term of service, the member will receive one-on-one instruction and assistance for both program-specific tasks and general business practices and skills. These would include observation and instruction on the curriculum for the primary programs, as well as many tasks related to preparation/documentation of the projects, use of office equipment and software, and field methods.

Topic-based training: At least two formal training modules will be included, on topics such as Information Security Awareness, Public Records, or the Open Public Meetings Act. Additional training opportunities may be identified during the service term, according to the desired skill development or interest area of the member, such as Business Writing or Noxious Weed Identification.

13. Required WSC Reporting:

Document:	Frequency:
Timesheets	Semi-Monthly
Member Training Plan; stories of service; legislative and media reporting; progress on performance measures and volunteer recruitment and management (submitted in collaboration with supervisor)	Quarterly

14. Service Conditions:

Site conditions will include office, classroom and outdoor settings. The office is an open environment with many distractions. The member should be prepared to cope with these conditions. Classroom visits should be conducted respectfully, professionally and with enthusiasm to foster a good experience for the students. Volunteer activities, events, and projects may be held outdoors. The member should be prepared to cope with varying weather conditions (heat, rain, snow). The member should expect to interact with students of varying ages, District staff, partner agency staff, volunteers, businesses and the public in an enthusiastic and professional manner.

The member will use prepared materials and teaching aids, common office equipment, camera equipment and hand tools, such as loppers, shovel, planting bar, and weedeater. These tools will be provided by Cascadia Conservation District. Also needed will be

appropriate clothing and footwear for classroom/office settings and for conducting outdoor projects; the member will be responsible for their own clothing and footwear.

The above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

Member Signature Date
mm/dd/yyyy

Primary Site Supervisor Signature Date
mm/dd/yyyy

WSC Program Coordinator Date
Signature mm/dd/yyyy