



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: Approx. 40 hours per week for 11 months. 1700 total hours total.

Application Deadline: Open until filled.

Service Dates: Service dates: August 23, 2010 through July 23, 2011.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Position Title: Neighborhood Canopy Outreach Coordinator (1 position)

Project Sponsor: City of Vancouver, Washington Urban Forestry Division <http://www.cityofvancouver.us/urbanforestry>
Friends of Trees, www.friendsoftrees.org

Sponsoring Organization's Mission: The mission of Vancouver's Urban Forestry Program is to maximize the aesthetic, environmental and economic benefits that trees provide to city residents and visitors by preserving, managing and enhancing existing trees and other vegetation and promoting the reforestation of the urban area, through an active integrated program with community support and participation.

Project Location: The member would be reporting to Urban Forestry's office 610 Esther St, Vancouver, WA 98668 and our partner organization Friends of Trees office 3117 NE MLK JR Blvd. Portland, OR 97212.

Transportation Information: Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy. Project sites are accessible by public transportation.

Position Summary: The Neighborhood Canopy Outreach Coordinator (NCOC) will work to expand outreach efforts in targeted neighborhoods, to coordinate neighborhood tree planting projects in those neighborhoods, and to ensure tree survival after planting. The NCOC will help develop an outreach strategy to inspire and engage local residents in a community tree planting effort, educating residents about the benefits of trees and Vancouver's declining tree canopy. The ultimate goal will be to coordinate neighborhood tree planting projects, mostly in partnership with the non-profit organization Friends of Trees (<http://www.friendsoftrees.org>), in targeted low canopy neighborhoods. The NCOC will assist Urban Forestry staff in various maintenance activities at tree planting sites, including providing irrigation, mulching, removing invasive plant species and monitoring. The NCOC's work plan would be devoted as followed: 45% outreach and canvassing; 40% tree planting coordination and 15% tree monitoring and maintenance.

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

1. Conduct outreach to targeted neighborhoods (canvass, give presentations to neighborhood association meetings, include articles in neighborhood newsletters, distribute flyers, etc.).
2. Communicate with individual property owners regarding tree planting.
3. Maintain planting project-related files and submit information to Friends of Trees and Vancouver Urban Forestry staff by established deadlines.
4. Work with Friends of Trees' volunteer neighborhood coordinators to coordinate efforts.
5. Recruit and coordinate volunteers and youth to assist with tree planting projects.
6. Communicate regularly with Urban Forestry staff and Friends of Trees staff and volunteers.
7. Provide necessary maintenance at tree planting sites, including watering.
8. Input newly-planted trees into TreeWorks GIS database and monitor trees.
9. Complete other project-related tasks as necessary.
10. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
11. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
12. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

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. Possession of a valid driver's license, clean driving record and ability to provide documentation.
3. Available for evening meetings and Saturday events.
4. Able to communicate (in person, via telephone and email) in a professional manner with diverse individuals and audiences, including staff, project partners, volunteers, individual property owners, neighborhood association leaders, and others.
5. Comfortable with canvassing and public speaking.
6. Organized and maintain detailed records to be submitted by established deadlines.
7. A passion for urban trees and tree planting.
8. Able to recruit and lead community volunteers.

9. Proficient with Microsoft Office (Outlook, Excel, Word, and PowerPoint) and have the ability to learn new computer applications.
10. Able to plant trees, including safely lifting and moving large-caliper trees with heavy root balls.
11. Able to safely use standard tools, such as shovels, loppers, etc.
12. At least 18 years of age.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
15. Ability to commit to the full term of service for which they are applying.
16. Submit to a criminal history background check and National Sex Offender Registry search.
17. Regular and reliable attendance.

Preferred Qualifications:

1. Educational background or experience in natural resources, botany, ecology, urban forestry, or related field.
2. Familiarity with tree species and their identification and characteristics.
3. Strong interest in community outreach, organizing and canvassing.
4. Extremely organized and detail-oriented.
5. Cooperative and enjoy working toward common goals as part of a team.

Member Benefits Include:

- A taxable living allowance of \$11,400 divided into monthly increments.
- Upon successful completion of a term of service, eligible members 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 for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of 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.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to jessica.antoine@ci.vancouver.wa.us.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Jessica Antoine, Outreach Coordinator, 360.619-1108, jessica.antoine@ci.vancouver.wa.us.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

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