



Position Announcement
September 5, 2017



Position: AmeriCorps Land Stewardship Trainer
Location: Bend, Oregon
Start Date: October 2, 2017

Project Summary: The Heart of Oregon Corps is seeking ONE AmeriCorps Land Stewardship Trainer who will complete 1700 hours of service over 9 months (Oct-June). Under the direction of the Program Director and the Program Coordinator, the Land Stewardship Trainer position will provide training and support alongside part-time AmeriCorps service members while also completing environmental stewardship service and education. This includes: developing and implementing in-field training opportunities; environmental education; field logistics support; and project partner satisfaction tracking. This position will have a special emphasis on helping members practice technical field skills while encouraging a safe service environment. She/he, along with the Transition Specialist, will also complete job assessments for part-time AmeriCorps members and track member development and training opportunities.

- Benefits:**
- A taxable \$12,630 (pre-tax) living allowance dispersed bi-weekly over 9 months.
 - Basic medical insurance (health and dental for member only).
 - Paid Federal holidays, sick time, and vacation days.
 - Student loan forbearance (for qualifying federal student loans).
 - A \$5,920 education award granted upon successful completion of the program.
 - Professional development and training opportunities such as: First Aid/CPR, Wilderness First Responder, Chainsaw certification, career planning, volunteer management, public land stewardship, and youth development. AmeriCorps trainings and conferences as assigned.
 - Opportunity to live, travel, and serve in Central Oregon.

To Apply: Questions? Please call Amy Gillette at 541-633-7834. Submit cover letter, resume, and two references to amy.gillette@heartoforegon.org, or fax to 541-306-3703, or mail to: PO Box 279, Bend, OR 97709. Phone interviews will take place the week of September 25, 2017. **Applications due September 21, 2017.** Early submission of applications is encouraged!

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values.
- Conform to HOC's policies, procedures, and protocols.
- Interact with all Corps members and staff with high ethics, accountability, and confidentiality.

Specific Duties (to include, but not limited to)

- Assist and facilitate orientation and training opportunities for new Corps members with special emphasis on environmental ethics education, public lands stewardship, and other environmental best practices.
- Utilize community volunteers through field based service opportunities; facilitate volunteer visits to project sites; and demonstrate leadership and collaboration with other full-time members, part-time members, and volunteers.
- Develop and deliver program materials and curriculum for environmental education and stewardship; effectively implement these trainings for half-time Corps members throughout their service.
- Deliver project partner surveys to foster better communication and track program outcomes.
- Plan and implement Service Learning opportunities in collaboration with other Heart of Oregon Corps programs and partner organizations.
- Assist Crew Leaders in tool/equipment inventory tracking and scheduled maintenance of vehicles.
- Along with the Transition Specialist, implement Field Readiness Goals and Assessments for half-time Corps members and evaluate progress made in achieving these goals.
- Assist with summer spike camping trips. Must be available to camp throughout the spring and summer season.
- Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any AmeriCorps provision including the AmeriCorps Prohibited Activities.

Required Qualifications

- High school diploma and two years college coursework or equivalent work experience.
- 21 years of age or older, at beginning of service term.
- Valid driver's license.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which they are applying.
- Ability to pass a drug test.
- Must successfully pass a fingerprint criminal history background check provided through the State of Oregon Clearinghouse, FBI criminal identification systems, the member's home state, and upon a satisfactory report from the National Sex Offender Registry.
- Regular and reliable attendance and dependability.
- Excellent interpersonal and problem-solving skills: ability to relate to a wide range of issues, people, and institutions.
- Excellent attention to detail, accuracy, and completeness of tasks.
- Excellent oral and written communication skills and ability to write professional communication.
- Utilize office processes, procedures, and technology efficiently to complete work using various software systems including Microsoft Office Word, Excel, and PowerPoint.
- Ability to relate sensitively to a multiracial and multicultural group of young people. Respect for the ideas and intelligence of young adults.

Preferred Qualifications

- Strong background in Environmental Education or Natural Resources with experience teaching and facilitating environmental stewardship.
- Skilled at taking initiative, problem solving, and working independently.
- Strong verbal skills to communicate effectively with staff, fellow Corps members, volunteers, project partners.

- Previous experience with federal public land agencies, wildland firefighting, conservation, or land trust organizations preferred.
- Experience operating a variety of tools and equipment including: chainsaws, wood splitters, augers, urban landscaping equipment, and hand tools.
- Wilderness First Aid or Wilderness First Responder Certification.
- Understanding of safety through training, use of personal protective equipment, correct use of tools, and able to identify potential workplace hazards.

Physical Requirements:

Frequent lifting and carrying of up to 50 lbs. Standing, walking, bending, hiking for long hours. Ability to work outside in all weather conditions, including extreme heat, cold, and rain. Ability to drive 10 passenger vans and 4WD drive vehicles. Ability to pull and back up trailers safely (or ability to learn).

Travel:

Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations.

Hours:

Mon-Fri with some evenings and weekends required. Must have a flexible schedule to respond to activities at a short-notice.