



Position Announcement



Position: AmeriCorps Land Stewardship Trainer

Location: Bend, OR and Prineville, OR. Project locations throughout Central Oregon.

Start Date: April 2, 2018

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

Benefits:

- A maximum taxable \$12,630 (pre-tax) living allowance dispersed bi-weekly over 40 weeks.
- 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.
- Potential professional development and training opportunities including: Wilderness First Aid, 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: Submit cover letter, resume, and two references to Andrew.Felton@heartoforegon.org
Applications due by March 14th. 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 corpsmembers and staff with high ethics, accountability, and confidentiality.

Specific Duties (to include, but not limited to)

- Develop and deliver program materials and curriculum for environmental education and stewardship; effectively implement these trainings for part-time corpsmembers throughout their service.
- Assist and facilitate orientation and training opportunities for new corpsmembers with special emphasis on environmental education, public lands stewardship, and other environmental best practices.
- Utilize community volunteers through field based learning opportunities; facilitate volunteer visits to project sites; demonstrate leadership and collaboration with other full-time members, part-time members, staff and volunteers.
- Develop 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 part-time corpsmembers 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 federally mandated 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 are essential.
- 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 and/or Natural Resources Conservation with experience teaching and facilitating environmental stewardship.
- Skilled at taking initiative, problem solving, and working independently.
- Strong verbal skills to communicate with staff, fellow corpsmembers, volunteers, and 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, and other hand tools.
- Wilderness First Aid or Wilderness First Responder Certification preferred.
- 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.