



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Length of Term:** Approx. 65 hours per month for 7 months. 450 hours total.

**Application Deadline:** Open until filled; resume review will begin on January 11, 2009.

**Service Dates:** Feb. 1, through August 31, 2010; dates are flexible within a couple of weeks on both ends.

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

**Position Title:** Metro Native Plant Center Project Coordinator (1 position)

**Project Sponsor:** Metro Regional Government; Native Plant Center ([www.oregonmetro.gov](http://www.oregonmetro.gov))

**Sponsoring Organization's Mission:** The Metro Charter:

We, the people of the Portland area metropolitan service district, in order to establish an elected, visible and accountable regional government that is responsive to the citizens of the region and works cooperatively with our local governments; that undertakes, as its most important service, planning and policy making to preserve and enhance the quality of life and the environment for ourselves and future generations; and that provides regional services needed and desired by the citizens in an efficient and effective manner, do ordain this charter for the Portland area metropolitan service district, to be known as Metro.

**Project Location:** 2661 SW Borland Road, Tualatin, Oregon 97062

**Transportation Information:** Native Plant Center 2.0 mi. from Legacy Meridian Park Hospital (#96 express bus from 5<sup>th</sup> street transit mall in PDX and #76 from Martinazzi to Hospital; bus time: 45 minutes plus 2.0 mi. bike ride; no agency vehicle

**Position Summary:** The Metro Native Plant Center Project Coordinator will support Metro's efforts in the conservation of uncommon and threatened native herbaceous species through the skillful leadership of volunteers in the propagation, collection and monitoring of native seeds and plant materials. The NPC project coordinator will recruit, engage and support volunteers of all ages to help plant, maintain, monitor, harvest and preserve 60 varieties of native species grown on site. Project goals include: developing a Plant Center Training Guide and plant identification cards; implementing the plant phenology (Bloom Time) project on site; collecting and preserving data while building capacity and sustainability in a dynamic volunteer program. This position supports the enhancement of regional natural areas by providing local ecotypes to increase habitat biodiversity which in turn enhances the quality of life and the environment for wildlife, people and future generations.

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

1. Recruit, engage, train and support new and current volunteers.
2. Communicate with current and potential volunteers via monthly e-letters, facebook (optional), Metro's website and GreenScene, email and phone.
3. Develop and carry out quarterly volunteer appreciation actions.
4. Identify the requirements and determine how to develop a sustainable NPC volunteer program; begin to implement the plan.
5. Assist and assume lead role in volunteer action days, including twice monthly Volunteer Saturdays; will include planning, set-up, volunteer organization and crew leading.
6. Learn and apply seed/plant propagation and production methods, data collection protocols, seed bed and collection methodology to the level of crew leading with the ability to work without immediate supervision as needed.
7. Perform and/or lead volunteers in general operation functions including: watering, weeding, pest detection and management, seedbed preparation, mulching, general grounds and greenhouse maintenance.
8. Record all production tasks and data using NPC data sheets; transfer to Excel or other database
9. Assist Interpretive Program Intern to develop volunteer training materials for all aspects of work at the Native Plant Center and native species identification cards.
10. Attend Site Scout and Seed Collector's training
11. Apply Site Scout training and collaborate with NPC staff and eventually lead Bloom Time project (phenology data collection and photography) at the Native Plant Center.
12. Assist with spring interpretive programs as needed.
13. Document daily activities and data as assigned.
14. Provide NPC Coordinator with work schedule on a monthly basis.
15. Maintain good working relationships with Metro staff, volunteers, and property neighbors
16. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
17. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.

18. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

**Requirements:**

1. Ability to get to and from the Native Plant Center at 2661 SW Borland Road, Tualatin.
2. Ability to lift 25 pounds.
3. LINKS members must be at least 17 years of age at the time of enrollment in the program.
4. U.S. citizen, national or lawful permanent resident.
5. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
6. Ability to commit to the full term of service for which they are applying.
7. Submit to a criminal history background check and National Sex Offender Registry search.
8. Regular and reliable attendance.

**Preferred Qualifications:**

1. An interest in or knowledge of native plant conservation.
2. An interest in or knowledge of native plant identification, and field nursery operations.
3. Methodical and organized; good with logistical problem solving as well as prepared to lead and delegate.
4. Comfortable working outdoors and willingness to work in adverse conditions including rain, cold weather, sun, heat, dust, heavy pollen, occasional bee and poison oak hazards, and rough terrain such as rocky slopes, mucky edges of riparian strips or wetlands.
5. Flexible, cooperative with the ability to work as a team and individually.
6. Experience working in natural areas or farm settings preferred
7. Experience working with native plants, seeds, nursery systems and/or gardening experience preferred.
8. Working knowledge of Microsoft Outlook, Excel, and Access preferred but not required.

**Member Benefits Include:**

- Upon successful completion of a term of service, eligible members receive an education award of \$1,250. 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).
- First Aid and CPR training
- Training on Volgistics (volunteer database), Access database, NPC Site Scout and Seed Collectors program, use of dichotomous keys, hand tools and equipment use and safety training.
- Volunteer Management training through NOVAA (Northern Oregon Volunteer Administrators Association).

**How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [marsha.holt-kingsley@oregonmetro.gov](mailto:marsha.holt-kingsley@oregonmetro.gov).

**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:** Marsha Holt-Kingsley, Metro Native Plant Center Coordinator, phone: 503.638.7240, email: [marsha.holt-kingsley@oregonmetro.gov](mailto:marsha.holt-kingsley@oregonmetro.gov)

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

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

[links.recruitment@esd112.org](mailto:links.recruitment@esd112.org)

**Unable to Apply On-line?** Click here: <http://www.esd112.org/links/resources.html>.

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[www.esd112.org/links](http://www.esd112.org/links)