



Palouse-Clearwater Environmental Institute



PCEI Assistant Program Coordinator, AmeriCorps Positions

SPONSORING ORGANIZATION: Palouse-Clearwater Environmental Institute (PCEI) in Moscow, ID (<http://www.pcei.org>)

DATES OF SERVICE: September 2019- middle of February 2019. A minimum commitment of 900 hours is required (~5.5 months).

LOCATION: Based out of the PCEI Nature Center in Moscow, Idaho.

POSITION SUMMARY: PCEI is looking for one 5.5 month full-time, energetic, intelligent and motivated individual to join our AmeriCorps team. The PCEI Assistant Program Coordinator, AmeriCorps members will collaboratively oversee the maintenance and landscaping of our program site, the PCEI Nature Center, and will collaboratively provide place-based instruction in the form of programs, lessons and field trips to local K-12 youth and outreach for the community.

The two primary responsibilities of this positions includes:

- **Delivery of Programs:** Collaboratively engage students and the larger community in outreach programs, environmental education lessons and field trips. This will be done by partnering with both PCEI education and restoration program areas and staff. Individual responsibilities include:
 - Designing education family programs offered at the PCEI Nature Center and
 - Designing summer youth education programs and
 - Leading students and community members in service-projects to teach about our environment through accomplishing tasks from the Nature Center maintenance list.
- **Landscaping and Maintenance:** Working independently to oversee and maintain the day-to-day success of the PCEI Nature Center facility. It is open from dawn to dusk, and comprised of wetlands, nature trails totaling 1-mile in length, a universally accessible pathway, and a bicycle pump track, in addition to other features. The Assistant Program Coordinator will be responsible for maintaining and overseeing the daily, seasonal upkeep of the Nature Center to create a welcoming, safe environment for guests.

These members will regularly:

- Prioritize projects to maintain the Nature Center and its facilities.
- Tidy up and organize storage sheds
- Walk trails and seasonal creeks to pick-up garbage, pull invasive weeds and support local wildlife health
- Weed, rake, and mow appropriate areas enhancing native vegetation and decreasing invasive species growth
- Maintain trail system and seasonal garden beds
- Compost appropriate materials as needed
- Lead volunteers in education and volunteer activities

This position is supervised by the *PCEI Program Manager* and will assist in accomplishing the education/outreach work of the education program. At times these members will work along side the restoration staff. These members will directly impact our community by providing maintenance of our natural spaces and by providing enhanced community involvement & education opportunities.

GENERAL RESPONSIBILITIES:

Landscaping Maintenance:

Assist in the care and maintenance of the PCEI Nature Center Facility and it's acreage by:

- Removing invasive plant species by mowing, digging, or pulling
- Propagating, mulching, potting, and weeding plants
- Developing and implementing an irrigation schedule
- Sowing, collecting, and sorting seeds
- Assisting with habitat restoration activities on and off site
- Installing fencing and plant protectors
- Planting native plant species for stream bank stabilization and erosion control
- Monitoring for invasive plants

"connecting people, place and community"™ since 1986

Programming:

Plan and lead environmental activities for students at the PCEI Nature Center, in the classroom and in the field by:

- Planning and leading education workshops and festivals for diverse groups of youth and adults.
- Contacting and coordinating lessons with schools and community groups.
- Designing new lesson plans and adapting old lesson plans to meet school and student needs.
- Organizing evaluation feedback from education programs including classroom evaluations, tracking, and updating education protocols to ensure best practices are in place.
- Organizing school trips, weekend, and summer environmental education activities for youth.
- Assisting in designing environmental service-learning projects and curriculum.
- Recruiting and supporting community volunteers for education events.
- Providing environmental educational opportunities to the community at watershed restoration projects and sustainable living events.
- Publicizing environmental engagement activities to the community.

REQUIREMENTS:

- Complete 900 hour/ 5.5-month term.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, and national service days.
- Good physical condition for fieldwork.
- Experience working with elementary +/- or middle school youth in formal (school) and/or non-formal (summer camp, Boy or Girl Scouts, outdoor education, etc.) settings.
- Valid driver's license and good driving record.
- Very good writing and computer skills.
- Available to work evenings and weekends as scheduled.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Wear a PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- 18 years of age or older at beginning of service term.
- U.S. citizen, national or lawful permanent resident. Successfully pass a criminal history background check provided through PCEI.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service with Regular and reliable attendance.

PREFERRED QUALIFICATIONS:

- Experience working with nature centers, landscaping work, and outdoor environmental education programs.
- Ability to develop educational curricula and conduct environmental education programs and community service projects.
- Ability to organize and implement community service projects and recruit volunteers.
- Maintain a positive attitude, especially while being challenged and working with diverse students and colleagues.
- Enjoy and have experience working with youth and community of all ages (pre-school through high school through elders).
- Be able to work with educators, administrators, program leaders, and other community groups.
- Write and speak effectively; be able to work independently.
- Possess knowledge of ecology and environmental issues. Background in Natural Resources and Education or related fields.
- Energetic and creative.
- Willingness to contribute to the spirit of community volunteerism and teamwork.

MEMBER BENEFITS INCLUDE:

- 900-hour members receive a living allowance paid of \$6,996.00 (before taxes) over a 5.5 month period, paid bi-weekly
- \$3,047.50 education benefit at the end of the term
- Loan forbearance (the Corporation for National and Community Service will also pay the interest that accrued during the member's service year upon completion of service)
- Workers Compensation

TO APPLY SUBMIT COVER LETTER, RESUME, EDUCATIONAL PHILOSOPHY AND CONTACT INFORMATION FOR 2 REFERENCES TO:

Heather Huston Bell, Program Manager at heather@pcei.org (Please send resume and contact information as one attachment)