



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

POSITION TITLE: **COMMUNITY OUTREACH COORDINATOR**

Hours: Full time. Member will serve 1700 hours between September 1, 2009 and July 31, 2010.

SPONSORING ORGANIZATION'S PROJECT: University of Idaho Environmental Science Program, www.webs.uidaho.edu/envs

SPONSORING ORGANIZATION'S MISSION: The Environmental Science Program is an interdisciplinary academic program at the University of Idaho, committed to undergraduate and graduate research education. Curricula include coursework from nine colleges with active participation from over 90 faculty members as instructors, graduate advisors and in committee service. The Environmental Science Program's *primary emphasis* is to teach students interdisciplinary approaches to solving environmental problems, with a strong foundation in science, supported by social, economic and political realities. The program provides *continuing emphasis* in developing stronger connections across disciplines for the faculty to enhance academic offerings and research activities.

LOCATION: P.O. Box 443006, Morrill Hall 216, University of Idaho, Moscow, Idaho 83844-3006

POSITION SUMMARY: Coordinate town-gown (Moscow-UI) collaboration around environmental issues by 1) developing environmental service learning activities involving Environmental Science students, other UI departments, and the Moscow community that expand knowledge and experience of local environmental issues, and 2) creating opportunities for EnvS students to apply their knowledge in the real world by setting up internships and/or locating avenues for collaboration with experts, schools, non-profits, and government entities.

GENERAL RESPONSIBILITIES:

Develop joint environmental service learning activities for UI and Moscow communities, creating a community of learners (45% of time)

- Collaborate with students, faculty, staff and community members to design, implement, and monitor service learning projects that expand knowledge and experience of environmental issues.
- Partner with campus and community groups to implement a substantial native habitats restoration program on campus (enhancing public land), involving research of the

environmental history, planting native vegetation, and monitoring the changing ecology (soil, hydrology, trophic structure, etc.).

- Partner with campus and community groups to continue progress on the Stateline Wetland Revitalization Project; this will include monitoring changing ecology, weed control, trail building, installation of interpretive materials such as signage and completion of an observation deck
- Assist faculty in designing environmental service learning projects and curriculum that meet campus and community needs
- Conduct outreach to engage the broader community in collaborative environmental projects initiated by the university (e.g. engage K-12 students in native tree planting activities)
- Develop community partnerships that support the service learning efforts of Environmental Science faculty and students
- Solicit donations of project materials in support of environmental service learning projects
- Develop a system to recruit, train, coordinate and track volunteers
- Publish service learning opportunities on Environmental Science website
- Provide environmental education for project volunteers/participants

Create opportunities for EnvS students to apply their knowledge in the real world by setting up community internships and/or locating avenues for collaboration with experts, schools, non-profits, and government entities (45% of time)

- Partner with campus and community organizations to create internship opportunities for Environmental Science students whereby students can serve a community need while developing their knowledge and skills
- Research student and community needs, and best points for collaboration
- Act as a liaison for students, advertising internships and other skills-building opportunities via email and website
- Expand the number and type of volunteer opportunities available to students
- Develop a system for tracking and evaluating student interaction with community organizations
- Work with faculty to identify potential opportunities
- Assist Environmental Science students in coordinating environmental education activities
- Assist Environmental Science students recruiting volunteers for joint campus-community activities

Additional Responsibilities (5% of time)

- Assist with general office duties related to position (mailings, filing, e-mail, phone calls, website maintenance)
- Complete and submit all necessary PCEI/AmeriCorps paperwork and reports in a timely manner
- Attend and complete all PCEI/AmeriCorps training and service requirements including orientation, trainings, and national service days
- Wear a PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events

REQUIREMENTS:

- 18 years of age or older, by completion of the program.
- U.S. citizen, national or lawful permanent resident.
- 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 for which they are applying.
- Submit to a criminal history background check.
- Regular and reliable attendance.
- Valid driver's license and good driving record
- Desire to serve with people to promote education, environmental stewardship and an ethic of service
- Some knowledge of environmental concepts and practices
- Some knowledge of computer operation and software programs
- Communicate and interact in a positive and professional manner with various populations
- Serve effectively within a team
- Excellent writing and computer skills

PREFERRED QUALIFICATIONS:

- Experience in a university environment
- Some knowledge of website development helpful
- Ability to lead others in program activities and liaison with other departments and organizations
- Strong organizational and interpersonal skills
- Independent, self-motivated and resourceful individual who enjoys working with diverse groups of people

MEMBER BENEFITS INCLUDE:

- Mileage reimbursement up to 100 miles for travel related to the position
- Bus pass reimbursement
- Access to university vehicles as needed
- Access to university resources such as the ASUI Center for Volunteerism and Social Action, CAPP Service-Learning Center, and the UI Sustainability Center
- A taxable, monthly living allowance of approximately \$1000. (\$11,400 annually upon completion of entire term of service.)
- Upon successful completion of a full term of service, eligible members receive an education award of \$4,725.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Childcare allowance for those who qualify.

TO APPLY, SUBMIT RESUME, COVER LETTER AND 2 WRITTEN REFERENCES BY JUNE 22, 2009 TO:

Chris Dixon, Environmental Science Program Advisor
P.O. Box 443006
Morrill Hall 216
University of Idaho
Moscow, ID 83844-3006
(208) 885-6113
cdixon@uidaho.edu

FOR MORE INFORMATION ON AMERICORPS CONTACT:

Palouse-Clearwater Environmental Institute
AmeriCorps Placement Program
PO Box 8596
Moscow, ID 83843
208.882.1444 phone
208.882.8029 fax
erin@pcei.org

VISIT OUR WEBSITE AT:

www.pcei.org/pcc

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