



PUBLIC LANDS STEWARDS PROGRAM AmeriCorps Position Description

Position Title: Outdoor School & Summer Camp Educator

Project Sponsor: Mt. Adams Institute's Cascade Mountain School
mtadamsinstitute.org/cascade-mountain-school/

Project Location: 2453 Highway 141, Trout Lake, WA 98650

Cascade Mountain School is the educational branch of the Mt. Adams Institute. As a program of the Mt. Adams Institute, we create opportunities to connect meaningfully with the natural world in order to:

- Improve personal health and wellbeing
- Increase ecological literacy and a sense of interconnectedness
- Promote lifelong environmental stewardship and action
- Enhance civic and community engagement
- Facilitate career opportunities in the fields of natural resource management, conservation, and education

Mt. Adams Institute Mission: MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research.

<http://www.mtadamsinstitute.org>

Position Summary: Spend your spring, summer, and fall executing science education programs for elementary, middle, and high school students as part of the Mt. Adams Institute's Cascade Mountain School. The Outdoor School & Summer Camp Educator work with participants ages 6-18 at Cascade Mountain School's spring and fall Outdoor School programs, and day and/or overnight summer camps. Cascade Mountain School's Outdoor School & Summer Camp Educator will have opportunities to learn from experienced environmental educators as they build facilitation and curricula skill sets. In the spring and fall, the associate will support teaching Outdoor School programs with elementary and middle school youth. During the summer, the educators will work with Cascade Mountain School lead instructors on day and/or overnight summer camps. At the end of the summer, the educators will have an opportunity to plan and teach their own four-day camp for elementary youth, pulling on curricula they learned over the course of the spring and summer, as well as prior knowledge they bring to this position.

This position is an opportunity for a person who has a passion for environmental education, science education, and environmental stewardship to develop teaching, curriculum development, and hands-on

education skills. The position involves developing projects that will occur on the Gifford Pinchot National Forest.

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

1. Assist Education Program Director & Program Coordinator with program logistics for the 2019 program season
2. Assist with Cascade Mountain School spring and fall outdoor school programs, including but not limited to: developing age-appropriate curriculum, leading program activities, driving program participants, and engaging with teachers, administrators and others from the sending schools. May and June involve overnight programs, preparation for summer camps, and extensive training. September and October involve more overnight programs and season wrap-up.
3. Assist with Cascade Mountain School day and/or overnight summer camps, including but not limited to: driving campers, supporting and leading camp activities developed by Lead Instructor, and developing camp curricula as needed. Summer camp dates run June 24-August 23.
4. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
 - a. Orientation: May 6-10, 2018
 - b. Mid-Summer Training: August 26-30
 - c. **Cascade Mountain School-specific mandatory training dates** are June 10-21 and June 30 – July 2 (overnight).
5. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
6. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
7. Member will not engage in prohibited AmeriCorps activities as outlined in the member handbook and agreement.

Position Requirements:

1. Ability to take direction, complete tasks, and pay attention to detail.
2. Ability to be self-sufficient once trained in a task.
3. Ability to communicate effectively to the general public, parents, youth, and natural resource managers.
4. Ability to stay organized, be on top of many moving pieces, and enjoy logistical challenges.
5. Able to lead, supervise, mentor, and organize youth ages 6-18.
6. Ability to communicate effectively in oral and written forms.
7. Competent using a computer, internet applications, social media, and a variety of software.
8. Personable and socially competent.
9. Flexibility to change tasks as conditions change.
10. Must have a valid driver's license, clean driving record, and ability to provide documentation.
11. 21-30 years of age, at beginning of service term
12. U.S. citizen, national or lawful permanent resident.
13. Possess a high school diploma or equivalent.
14. Able to commit to the full term of service for which they are applying.
15. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does have recurring access to vulnerable populations.
16. AmeriCorps Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps

program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

17. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
18. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
19. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Preferred Qualifications:

1. Background in education, environmental stewardship, environmental science, or environmental policy.
2. Experience working with elementary, middle and high school students in an outdoor setting.
3. Experience developing age-appropriate curriculum for K-12 students.
4. Experience working with natural resource managers and issues on public lands.
5. Personal computer and vehicle available and in good working order for use for job duties.

Benefits Include:

1. A total taxable living allowance (before taxes) of \$7,500 paid over the term of service.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$3,047.50 The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Option to live on Mt. Adams Institute campus in Trout Lake, WA in low-cost housing (\$100/month).
5. Live and work in a beautiful setting with many opportunities for outdoor recreation.

Transportation Information:

1. Project site is not accessible by public transportation.
2. Personal vehicle highly recommended (nearest major grocery store to Trout Lake, WA, is approximately 30-minute drive to Hood River, OR).
3. Agency/Organization vehicles may be available for work-related travel.

Application Instructions

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: May 6 to October 25, 2019

Length of Term: 960 hours

How to Apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve button**.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **Mt. Adams Institute – Public Lands Stewards** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred). **Your application will not be considered until all of the materials listed below are received.**

1. A resume and a cover letter. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. Visit <http://mtadamsinstitute.com/jobs/> to print the MAI AmeriCorps Certification Form found under Public Lands Stewards Application Documents heading. Sign and date the form with original signature.
3. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
4. Submit your completed MAI Driver Certification and Safety Agreement form found at <http://mtadamsinstitute.com/jobs/> under Public Lands Stewards Application Documents heading.

Questions? Contact:
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Mt. Adams Institute
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