



WSC Use Only:  
 AMENDED

## Position Description Form WSC Programs

Member Name (First, Last)	Community Agriculture Projects Coordinator
King Conservation District	Member Position Title
Sponsoring Organization	1107 SW Grady Way, Suite 130, Renton WA 98057
Melissa Tatro	Service Site
Primary Site Supervisor Name	425-282-1921
Community Agriculture Program Coordinator	Primary Site Supervisor Phone Number
Primary Site Supervisor Title	<a href="mailto:Melissa.Tatro@kingcd.org">Melissa.Tatro@kingcd.org</a>
Deirdre Grace	Primary Site Supervisor E-Mail Address
Backup Site Supervisor Name	425-282-1902
Community Engagement Program Manager	Backup Site Supervisor Phone Number
Backup Site Supervisor Title	<a href="mailto:Deirdre.Grace@kingcd.org">Deirdre.Grace@kingcd.org</a>
	Backup Site Supervisor E-Mail Address

**Refer to Position Description Instructions prior to completing**

\*This position requires you to serve a minimum of service hours – **and** – successful completion of your term of service.

1. **Organization’s Mission:**  
 The King Conservation District mission is to promote the sustainable uses of natural resources through responsible stewardship.
  
2. **Position’s Alignment to Organization’s Mission:**  
 The Washington Service Corps IP position of Community Agriculture Projects Coordinator will serve as a member of a team of District staff to improve natural resources in King County. This service position will improve the ability of community members in King County to steward their natural resources by connecting them to and serving them through the community agriculture services offered by the King Conservation District.
  
3. **AmeriCorps Project Description:**  
 This position is responsible for supporting the King Conservation District (KCD) Community Agriculture Program. With service in the office and the field, this position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility, and independence. Support to the Community Agriculture Program includes learning about and becoming experienced in sustainable agricultural practices, installing hügelkultur mounds, installing native pollinator habitat, and communicating with members of the community in King County. The person serving in this role will plan and facilitate events, train and educate community members, install agricultural projects, and coordinate volunteer events.

The individual holding this position serves independently and as a part of a team of District staff and other AmeriCorps members. This position is contingent on funding.

4. Member Key Essential Functions of the Position:

- *Routinely refer to Member Service Agreement requirements*
- Participate in labor intensive community agriculture project planning, design, implementation, and monitoring. Activities include invasive species removal, installing raised beds, planting native plant species, and building hügelkultur mounds.
- Plan, coordinate, and facilitate educational training events for community members around gardening and food preparation topics.
- Develop outreach materials to distribute at KCD events and projects.
- Facilitate community volunteer events at KCD sponsored community agriculture project sites. Activities include volunteer recruitment, training and coordination.
- Build partnerships with other non-profits and agencies to support projects.

5. Member Performance Measure Expected Output(s) and Outcome(s):

The Community Agriculture Projects Coordinator will train up to 75 community members about sustainable agricultural practices and using locally grown foods in urban areas. They will measure the success of the training through pre- and post-surveys and will educate at least 65 community members.

The member will also recruit 75 volunteers to help with the installation of community agriculture projects. These volunteers will donate an estimated 225 hours towards community agriculture and sustainable farming projects.

6. Member Additional Duties and Responsibilities:

- *WSC members may be deployed to help support disaster response and/or recovery efforts. Sponsor organizations must agree to release Members for short term duration to assist with these efforts. Deployment may be waived if it presents undue hardship for an individual member. All deployments would be requested by the WSC unless your host organization is a disaster response organization where any requests for deployment would require initial approval by the WSC.*
- Provide training to groups about community and urban agriculture practices in King County.
- Recruit local schools and corporate groups to volunteer at KCD community agriculture projects.

7. Volunteer Management:

- Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
- Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.
- Implement at least three new effective volunteer management practices.

8. Qualifications required for this position:

- (Optional) Bachelor's Degree in related field (Marketing, Communications, Environmental Science, Environmental Policy, Biology, Sustainability, Agriculture, etc.).
- High school graduate.

- Currently hold or can obtain a valid Washington State Driver's License.
- Available to serve at least 2 Saturdays per month and weekday evenings.
- Knowledge of or experience gardening and/or farming.
- Able to take direction and serve as a member of a team.
- Communicate effectively orally and in writing with the public, youth and adult audiences, and diverse landowner populations.
- Able to present to large groups at volunteer and outreach events.
- Knowledge of or experience creating outreach materials and table displays.
- Experience planning events.
- Use computer programs to write reports, track service progress, and prepare project data and records.
- Travel to various locations throughout King County.
- Apply appropriate safety practices in the office and the field.
- Able to perform physical activity in all weather conditions and on unstable terrain.
- Lift and carry up to 40 pounds frequently.
- Use hand tools and operate small power tools.

9. Location and Hours of Service:

<i>Day of Week</i>	<i>Start Time</i>	<i>Length of Meal Break</i>	<i>End Time</i>	<i>Name of service location</i>	<i>Physical address</i>	<i>Hours per day*</i>
Monday						
Tuesday	8 am	30 min	4:30 pm	King Conservation District Office	1107 SW Grady Way, Suite 130, Renton, WA	8
Wednesday	8 am	30 min	4:30 pm	King Conservation District Office	1107 SW Grady Way, Suite 130, Renton, WA	8
Thursday	8 am	30 min	4:30 pm	King Conservation District Office	1107 SW Grady Way, Suite 130, Renton, WA	8
Friday	8 am	30 min	4:30 pm	King Conservation District Office	1107 SW Grady Way, Suite 130, Renton, WA	8
<b>If member is expected to serve routinely on weekend days (Saturday/Sunday), enter hours here:</b>						
Saturday	8 am	30 min	4:30 pm	King Conservation District Office	1107 SW Grady Way, Suite 130, Renton, WA	8
Sunday						
Total Hours for the Week:						

\* Not including meal breaks

**NOTE: May require occasional evening or weekend service outside of scheduled hours. Length of meal break must be a minimum of 30 minutes and tracked on daily entry of service hours.**

10. Required WSC Training:

Completion of the following core training competencies: AmeriCorps Affiliation and Program Orientation; Cultural Awareness; Volunteer Recruitment and Management; Effective Communication; Leadership Skills; Performance Measurement; Teambuilding (Teams only); Life After AmeriCorps.

Participation in day-long WSC-sponsored regional training.

11. Required Site Training: Two-site specific trainings listed below:

United Way of King County Volunteer Coordination Training; Conservation District 101 training at WADE Conference

12. Required WSC Reporting:

<b>Document:</b>	<b>Frequency:</b>
Timesheets	Semi-Monthly
Member Training Plan; stories of service; legislative and media reporting; progress on performance measures and volunteer recruitment and management (submitted in collaboration with supervisor)	Quarterly

13. Service Conditions:

This AmeriCorps position will include labor intensive environmental service. The AmeriCorps member selected for this position must be able to lift 40 pounds, walk on unstable terrain, and perform tasks in a field setting in all weather conditions. This service position involves independent and team based projects. Hand and small power tools will be used frequently on community agriculture project sites. The AmeriCorps member will operate large vehicles with trailers frequently. The member will be required to stand for several hours at a time at outreach events.

The above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date  
mm/dd/yyyy

\_\_\_\_\_  
Primary Site Supervisor Signature

\_\_\_\_\_  
Date  
mm/dd/yyyy

\_\_\_\_\_  
WSC Program Coordinator  
Signature

\_\_\_\_\_  
Date  
mm/dd/yyyy