



## **Volunteer & Restoration Projects Coordinator**

### **AmeriCorps Individual Placement - Washington Service Corps**

#### **General Description**

This position is responsible for supporting the King Conservation District (KCD) Habitat Restoration and Volunteer Programs. 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 Habitat Restoration and Volunteer Programs includes learning about and becoming experienced in freshwater and marine riparian habitat project planning, providing technical assistance, implementing projects, performing invasive species removal, planting native species, monitoring vegetation, and recruiting and supervising community volunteers. Duties associated with administering the volunteer program include recruiting volunteers and planning, organizing, and coordinating volunteer events. Additional projects include assisting with the KCD Native Plant Community Fair, and native plant propagation and invasive species removal at the KCD Wetland Plant Co-operative Nursery. 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.

#### **Essential Job Duties**

The following list of duties is intended as an illustration of the various types of service performed. The omission of specific duties does not exclude them from the responsibilities of the position if the service is similar, related or a logical assignment to the position.

#### **Habitat Restoration**

- Participate in labor intensive habitat restoration project planning, design and implementation with the goal of improving at least 2 acres of public land throughout the service term. Activities include invasive species removal, planting native plant species, mulching, and replanting sites as needed.
- Assist with field-based vegetation monitoring of installed restoration projects.
- Provide Technical Assistance (TA) site visits to rural and urban project sites throughout King County. Compile TA pre-site visit maps and site research. Follow up all TA site visits with planting plants, site maps, and best management practice recommendations.

#### **Volunteer Coordination**

- Facilitate community volunteer events at KCD sponsored project sites, including habitat restoration sites and the Wetland Plant Co-operative native plant nursery. Activities include volunteer recruitment, training and coordination.
- Recruit local school and corporate groups to volunteer at KCD habitat restoration project sites.
- Train and coordinate at least 325 volunteers at habitat restoration project sites.

#### **Native Plant Nursery & KCD Annual Bareroot Plant Event**

- Support KCD Wetland Plant Co-operative native plant nursery with native plant propagation, watering, weeding, and coordination of volunteer events.
- Participate in KCD Annual Bareroot Plant Festival, including preparing materials, providing technical assistance, and bundling native plants before and during the event.

## **Qualifications**

- (Preferred) Bachelor's Degree in related field (Environmental Science, Environmental Policy, Botany, Geology, Biology, Sustainability, Agriculture, etc.).
- High school graduate or GED (required)
- Currently hold or can obtain a valid Washington State Driver's License.
- Currently hold or can obtain a valid Washington Department of Agriculture Pesticide Applicator's license.
- Available to serve at least 2 Saturdays per month for volunteer event coordination.
- Minimum age requirement of 18 years old by start date (17 years of age with parental permission), no maximum age requirement.

## **Essential Job Functions**

- Knowledge of or experience implementing stream, wetland and/or upland habitat restoration projects.
- Familiar with Pacific Northwest ecology and native plant species.
- Familiar with noxious weed identification and management techniques.
- 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.
- 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 restoration tasks in all weather conditions.
- Lift up to 40 pounds.
- Use hand tools and operate small power tools.

## **Schedule**

- Full time, Monday-Friday, September 1<sup>st</sup>, 2018 – July 15<sup>th</sup>, 2019.
- Flexible schedule.
- Available for service at least 2 Saturday events per month and occasional weekday evenings.

## **Member Benefits**

- Living stipend of \$1,202.86 per month provided (before deductions and withholdings).
- A \$5,815 Education Award provided by the National Service Trust upon the successful completion of the member's 10.5-month term of service and 1700 hours of service.
- Training and experience provided by Washington Service Corps and King Conservation District. Elective Training stipend provided by King Conservation District.
- Basic health insurance (not including vision coverage).
- Workers compensation coverage.
- Student loan forbearance (on qualifying loans).
- Payment of interest on qualified student loans that accrued during the service term.
- Assistance with childcare costs (if qualified).
- Serving in a full-time AmeriCorps position qualifies as "employment" towards the Public Service Loan Forgiveness program.

## **To Apply**

Complete an application for the King Conservation District – Volunteer & Restoration Projects  
Coordinator at: <https://my.americorps.gov/mp/listing/viewListing.do?id=67061&fromSearch=true>  
-AND-

Send a cover letter and resume to email address:  
[AmerikorpsJobs@kingcd.org](mailto:AmerikorpsJobs@kingcd.org)

*First review of applications will take place on **Friday, June 22<sup>nd</sup>**. This position will be open until filled and is contingent upon funding.*