



WSC Use Only:  
 AMENDED

## Position Description Form WSC Programs

Member Name (First, Last)	Community Engagement Projects Coordinator
King Conservation District	800 SW 39 <sup>th</sup> St, Suite 150, Renton, WA 98057
Mark Dostal	425-282-1955
Outreach Coordinator	Mark.Dostal@kingcd.org
Nikki Wolf	425-282-1909
Volunteer Program Coordinator	Nikki.Wolf@kingcd.org

Sponsoring Organization      Service Site  
 Primary Site Supervisor Name      Primary Site Supervisor Phone Number  
 Primary Site Supervisor Title      Primary Site Supervisor E-Mail Address  
 Backup Site Supervisor Name      Backup Site Supervisor Phone Number  
 Backup Site Supervisor Title      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:  
 King Conservation District’s 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 Engagement 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 resource by connecting them to and serving them through technical assistance programs offered by King Conservation District.
  
3. AmeriCorps Project Description:  
 This position is responsible for supporting the King Conservation District (KCD) Community Agriculture and Community Engagement 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 Community Agriculture and Community Engagement Programs includes learning about and becoming experienced in sustainable agricultural practices, installing hügelkultur mounds, installing native pollinator habitat, developing interactive tabling materials and displays, 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 part of a team of District staff and other AmeriCorps members. The 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 installing sustainable agriculture projects.
- 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.
- Attend multiple outreach and volunteer events every month.
- Plan, coordinate and assist with KCD outreach events, including the KCD Plant and Community Fair, King County Fair, and NW Flower & Garden Festival.
- Facilitate community volunteer events at KCD sponsored community agriculture project sites. Activities include volunteer recruitment, training and coordinating.
- Build partnerships with other non-profits and agencies to support projects.

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

The Community Engagement Projects Coordinator will train 80 unduplicated individuals in natural resource management topics including sustainable agricultural practices, using locally grown foods in urban areas, and conserving soil and water. At least 70 of these individuals will report an increase in knowledge at the end of the training. 100 volunteers will donate at least 300 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.*
- Recruit community members and groups to volunteer at KCD community engagement including the Better Ground Ambassadors.

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:

- Experience and/or education in a related field (Bachelor's degree optional): Marketing, Communications, Natural Resource Management, Environmental Science, Environmental Policy, Sustainable Agriculture, Biology, etc.
- High school graduate.
- Currently hold or can obtain a valid Washington State Driver's License.

- Available to serve on Saturdays and some weekday evenings.
- Knowledge of or experience gardening and/or farming.
- Able to take direction and serve as a member of a team.
- Clearly and effectively communicate orally and in writing with the public, youth, and adult audiences, and diverse landowner populations.
- Able to present to large groups at outreach and volunteer events.
- Knowledge of or experience creating outreach materials and table displays.
- Experience planning and facilitating 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 lbs. 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	8am	30 min	4:30p m	King Conservation District	800 SW 39 <sup>th</sup> St, Renton WA 98057	8
Wednesday	8am	30 min	4:30p m	King Conservation District	800 SW 39 <sup>th</sup> St, Renton WA 98057	8
Thursday	8am	30 min	4:30p m	King Conservation District	800 SW 39 <sup>th</sup> St, Renton WA 98057	8
Friday	8am	30 min	4:30p m	King Conservation District	800 SW 39 <sup>th</sup> St, Renton WA 98057	8
<b>If member is expected to serve routinely on weekend days (Saturday/Sunday), enter hours here:</b>						
Saturday	8am	30 min	4:30p m	King Conservation District	800 SW 39 <sup>th</sup> St, Renton WA 98057	8
Sunday						
Total Hours for the Week:						40

\* 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:

WADE – statewide, 3-day Conservation District training in June  
United Way of King County – Volunteer Coordination 101 training

12. Required WSC Reporting:

<b>Document:</b>	<b>Frequency:</b>
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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 a variety of service in the office and field. The AmeriCorps member selected for this position must be able to lift 40 pounds, walk on unstable terrain, and perform tasks in a variety of field settings in all weather conditions. This service position involves independent and team-based projects. Hand and small power tools may be used on projects. The AmeriCorps member will operate large vehicles and trucks to transport materials to events. The member will be required to stand for several hours at a time during 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.**

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**Member** Signature                      Date  
mm/dd/yyyy

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**Primary Site Supervisor** Signature      Date  
mm/dd/yyyy

\_\_\_\_\_  
WSC Program Coordinator              Date  
Signature                                      mm/dd/yyyy