Volunteer Opportunity

AMERICORPS – WA SERVICE CORPS
WATER RESOURCES ASSISTANT OUTREACH COORDINATOR

Volunteer Stipend: $1,195/month
Program Benefits: $5,730 education award upon successful completion of service; health coverage; job experience; classroom teaching training; forbearance of qualifying student loans and interest accrual payment on qualifying loans; childcare assistance, if eligible.

Status: Volunteer Position, Full Time, Temporary
Application Closing Date: July 8, 2015
Completed Application Must Include:
1. AmeriCorps Application
2. A Letter of Interest, limit to one page
3. A Resume
4. Supplemental Questionnaire

*Incomplete applications may not be reviewed.

General: The successful candidate will be hired as an AmeriCorps volunteer through the Washington Service Corps and placed with the City of Lacey. All interested applicants are encouraged to visit the AmeriCorps website at www.americorps.gov to learn more about the program. Also, candidates may contact Water Resources Specialist, Kim Benedict at kbenedic@ci.lacey.wa.us or (360) 438-2687 with any additional questions.

The Water Resources Division plans and implements programs relating to drinking water, stormwater, wastewater, and reclaimed water in Lacey.

Specific duties and responsibilities may include:
- Developing educational activities for school groups, teachers, and public events
- Facilitating community service projects for school and community groups
- Coordinating and leading field trips for school and community groups
- Educating the public about local programs at outreach events
- Assisting in the coordination of activities of several regional environmental education and outreach groups of which the City participates, which will include the Thurston County Stream Team, South Sound GREEN, the Thurston County Stormwater Outreach Group, Thurston ECO Network, and the LOTT Clean Water Alliance
- Assisting with the collection, compilation, and analysis of water, groundwater, and surface water quality data
- Distribute water conservation items
This is an excellent opportunity to learn about water resources issues and the challenges associated with managing these resources.

**Minimum Qualifications:**
- Candidates must be between 18 and 25 years old and preferably have completed a bachelor’s degree in a related field
- The successful candidate must sign a contract with AmeriCorps committing to the position duration of 10.5 months
- Experience in public outreach, public speaking, and environmental education
- Experience in coordinating volunteer projects and guiding youth
- Strong communication and organizational skills
- The ability to understand technical issues
- Word processing, database, and spreadsheet skills
- Field data collection experience preferred
- Candidate must be detail-oriented, able to work independently, and willing to work outdoors in inclement weather
- Must be able to lift up to 50 pounds, move wheelbarrows over uneven terrain, dig holes, plant trees, and work in and along the stream
- At time of employment, candidate must possess a current Washington State Driver’s License and a driving record acceptable to the City’s insurance carrier

**Preferred areas of study/skills:**
Environmental Education, Public Speaking, Chemistry, Environmental Science, Geology, Water Resources, Biology, Policy, Statistics, Other Physical or Earth Sciences

**Salary/Schedule:** This is a volunteer position that offers a stipend of $1,195/month before taxes. Working hours are generally between 8:00 a.m. and 5:00 p.m., Monday through Friday, with occasional evening and weekend work, for an average of 40 hours per week. This position will start September 16, 2015 and will end July 31, 2015.

**To Apply:**
1) Complete the online AmeriCorps application at [http://my.americorps.gov](http://my.americorps.gov). If this is your first time applying for an AmeriCorps position, click “Apply to Serve.” Program name will be “Water Resources Assistant Outreach Coordinator.” Once you have submitted your application, AmeriCorps will send it to the City of Lacey for consideration. This application must be completed by 5:00 pm on the closing date of July 8, 2015.
2) The letter of interest, resume, and supplemental questionnaire must be sent by email to WaterResources@ci.lacey.wa.us with “AmeriCorps Position” in the subject line, and received by 5:00 pm on the closing date of July 8, 2015.

Any information not received by this deadline will not be accepted.

The information contained in this volunteer announcement is subject to change without notice.
SUPPLEMENTAL QUESTIONNAIRE

WATER RESOURCES ASSISTANT OUTREACH COORDINATOR

1. This position requires familiarity with a variety of computer programs. Please describe your experience using Microsoft Programs including which programs you have used and how familiar you are with each. You will also be using online social media programs to conduct outreach. Please describe your experience using different social media platforms. Also, describe your experience learning new computer programs. Are you able to learn new programs quickly?

2. Please describe your experience or knowledge with water quality sampling and analysis.

3. Please describe your experience working directly with the public. What do you enjoy most about public outreach?

4. Please describe your experience creating outreach materials, such as brochures and flyers.

5. Please describe your experience working with volunteers.

6. When faced with a full calendar and a long list of things that need to be done, how do you keep yourself organized and make sure everything gets done?