

Our City Forest AmeriCorps Program
Environmental Education & Outreach Specialists
September 1, 2009-August 7, 2010

PROGRAM OVERVIEW

Our City Forest is a non-profit urban forestry and environmental action organization. Our City Forest AmeriCorps will recruit and train a total of 22 AmeriCorps members in two focus areas: 1. Urban Forestry Specialists and 2. Environmental Education and Outreach Specialists. The focus of this program is to organize neighborhood and school tree care and tree planting projects, provide community education, and recruit and train community volunteers.

POSITION DESCRIPTION

Environmental Education & Outreach Specialists will perform tasks ranging from volunteer recruitment to coordinating community education and outreach projects. Members will receive technical training in urban forestry and computer software that is applicable to specific duties.

POSITION RESPONSIBILITIES

- Prepare and distribute educational materials related to the urban forest, including graphic layout & design.
- Conduct classroom and community presentations.
- Recruit, train, and manage community volunteers.
- Organize and facilitate volunteer meetings and events.
- Enhance and maintain website

REQUIRED QUALIFICATIONS

- Interest in environment and conservation issues
- Interest in affecting change through community organizing
- Strong organizational and time management skills
- Ability to work well with diverse groups of people
- U.S. Citizen or legal resident, with a high school diploma or equivalent
- Must be available to fulfill full-time (5 days/week) service schedule, starting Tuesday and ending Saturday. Program (1700 hour commitment is required)
- U.S. Citizen or legal resident, with a high school diploma or equivalent, minimum age: 18

DESIRED QUALIFICATIONS

- Experience and strong desire to work with volunteers and community at a grassroots level
- Strong written and oral communication skills
- Valid CA drivers license with clean DMV record
- Excellent written & verbal communication skills
- Bilingual (multilingual) in English and Spanish, Vietnamese, or other.
- Proficiency with Microsoft Office and Filemaker Pro, software in Mac operating systems
- College degree is highly desirable

BENEFITS

- Gain experience working with culturally diverse groups and people of all ages.
- Learn great job skills for a career in many fields, including education, community organizing, volunteer recruitment and management, and environmental advocacy and planning.
- \$4,725 AmeriCorps education scholarship after completion of the program, if eligible.
- \$15,000 Stipend for 11 months (1700 hours) of service, and Health Benefits