

## **PCEI AmeriCorps Program**

The mission of the Palouse-Clearwater Environmental Institute (PCEI) is to increase citizen involvement in decisions that affect our region's environment. PCEI has a 28-year history of "connecting people, place & community".

The goals of our organization are:

- To encourage sustainable living, provide experiential learning, and offer opportunities for serving in our community, while actively protecting and restoring our natural resources;
- To promote the ecological health and social welfare of the Palouse-Clearwater region;
- To actively participate in the conservation, preservation, and restoration of environmentally sensitive lands, natural areas, and unique ecosystems;
- To provide forums for the free exchange of views in matters of concern to the public; and
- To inform and educate the public on issues of importance to the sustainable future of the Palouse-Clearwater region thus promoting a well-informed, active and concerned citizenry.

**The PCEI AmeriCorps Program** provides leadership and professional experiences to AmeriCorps members by partnering with local organizations to complete projects that engage members of their communities in environmental education activities and hands-on restoration activities that serve to improve and enhance the health of our natural surroundings.

**Position Title:** Education Specialist

**Project Sponsor:** Idaho Botanical Garden

**Position Summary:** The member will support current education programming, develop new education programs, and teach environmental stewardship through planning and managing a service-learning project.

### **Essential Functions/Member Activities:**

- Work with horticulture staff and the Volunteer Coordinator to organize a sagebrush steppe habitat restoration project in the upper uncultivated area in the upper portion of the Idaho Botanical Garden (IBG) grounds.
- Launch a traveling trunk program for elementary teachers.
- Develop classroom presentations to support Idaho Science Standards.
- Work with IBG's Education Director as a partner with Denver Botanic Garden (DBG) for their National Science Foundation grant that supports a climate change study.
- Teach existing education programs:  
Field trips & Nature Camp

**Requirements** (The below bullet points in blue are the requirements of the PCEI AmeriCorps Program. Please list additional requirements specific to your site.)

- Must be at least 17 years of age. (for AmeriCorps, members must be at least 17.)

- Must be U.S. citizen, national or lawful permanent resident.
- Must possess high school diploma or equivalent, or commit to earning one prior to receiving award.
- Minimum Level of Education – some college level biology classes preferred
- Language Requirement – proficiency in English
- Must be able to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Must complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Must commit to and attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Must wear PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Must have a cooperative manner and the ability to serve as part of a diverse team.
- Must have regular and reliable attendance and dependability.
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. You can also serve additional terms but will not receive an additional education award.

#### **Member Qualifications and/or Required/Preferred Skills**

- Experience with Microsoft Office Suite including Word, Excel, Outlook.
- Experience working with groups of children preferred
- Flexibility and the ability to make quick decisions
- Good interpersonal skills and ability to work with others as a team
- Self-motivation and creativity

#### **Member Benefits Include**

- A taxable, monthly living allowance (\$13, 992/full-time member, or \$6,996.00/part-time member, paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$6,095.00 for a full-time position or \$3,047.50 for a half-time position. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify. Part-time members do not qualify.
- Childcare allowance for those who qualify. Part-time members do not qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- One-year IBG Garden Enthusiast level membership
- Ability to attend IBG events or classes for free or at a reduced rate.

**Project Location and/or Transportation Needs:** N/A

**Dates of Service:** Full-time: 11 months, between September 2019 and August 2020  
(These dates are approximate. Part-time: 5 ½ months at approximately 40 hours/week.)  
Dates may be flexible.

### **Application Process**

Please send resume and cover letter to Elizabeth Dickey, [elizabeth@idahobotanicalgarden.org](mailto:elizabeth@idahobotanicalgarden.org). She will review applications and select a preferred candidate. Once a candidate has been selected, their information will be sent to the Palouse-Clearwater Environmental Institute and they will be invited to an informal interview. If the candidate is approved, they will be offered the position.