



2018 RESTORATION LOGISTICS SPECIALIST (JANUARY - DECEMBER)

ABOUT EARTHCORPS:

EarthCorps is a Seattle-based nonprofit organization with a mission to build a global community of leaders through local environmental service. EarthCorps' Corps Program is an intensive year-long training program that unites young adults (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EarthCorps program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth.

POSITION SUMMARY:

The Restoration Logistics Specialist is a seasonal AmeriCorps position with EarthCorps. This position plays a critical support role to our field services team by ensuring the habitat restoration crews have the tools & equipment necessary to accomplish project goals, and serving as a project assistant and occasional crew leader.

The Restoration Logistics Specialist spends 50% of their time in an office setting and 50% of their time in the field. Logistics work includes: the repair and maintenance of hand tools, power tools, vehicles, and camp equipment as well as the purchase of food in support of EarthCorps' habitat restoration crews. Field work includes: coordinating and implementing habitat restoration projects, invasive plant removal, native plant installation, integrated pest management and trail work, delivering materials to crews. The Logistics Specialist also serves as an informal advisor and mentor to EC crews. The Restoration Logistics Specialist will spend 10% of their time in training workshops developing their skills in logistics and equipment management.



This position is supervised by an EarthCorps project manager, and is offered through the Corporation for National and Community Service (CNCS). As such, all applicants must meet the requirements to become an AmeriCorps member and abide by AmeriCorps policies.

DUTIES AND RESPONSIBILITIES:

Logistics Support:

- Assist with the purchasing, packaging, and organizing of food, gear, and camping supplies for 2- to 10-day camping trips
- Ensure that all camping gear is in excellent working condition
- Assist crews with packing and unpacking for camping trips
- Assist in the maintenance and management of field infrastructure (tools, vehicles, facilities, and equipment).
- Track gear inventory lists, equipment use and maintenance logs, menu and ingredient lists.
- Track camp food and gear expenses and budgets
- Follow proper food handling procedures and keep food storage and food handling areas clean.

Project Support:

- Help habitat restoration crews implement field projects as needed.
- Coordinate and assist project managers with field projects, monitoring, and other duties as needed.
- Serve as on-site project leader for EarthCorps in the absence of a project manager.
- Order and deliver materials to habitat restoration crews working in the field as needed.

Crew Support/Leadership

- Help habitat restoration crews establish clear goals & objectives.
- Foster and encourage leadership development among corps member program participants.
- Lead by example while serving alongside EC restoration crews in all weather conditions.

LOCAL RESTORATION | GLOBAL LEADERSHIP

6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312 www.earthcorps.org

Communication:

- Demonstrate sensitivity to and awareness of cultural differences and commitment to working in an inclusive environment.
- Conducts effective and timely communication with supervisor and field staff.
- Prepare timely oral and written reports, which include daily work logs, work projects summaries, equipment use and maintenance logs, effective feedback, and incident reports.
- Strive for professional, clear, and open communication amongst the field services team and all staff.

TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF SERVICE: January 9 – December 14, 2018
- TYPICAL HOURS OF SERVICE: 7:20 a.m. – 5:30 p.m. Mon-Friday, alternating Mondays off (1/2 hour lunch does not count towards AmeriCorps hours), some evenings, overnights, and weekends are required
- RATE OF PAY: Stipend of \$1925/month

Habitat restoration is physically demanding service that takes place outdoors in all weather conditions. Each year new members consistently underestimate the physical and mental requirements. The field specialist must both have the capacity to perform restoration tasks in challenging physical situations and ability to motivate others. Service regularly involves:

- Long days of repetitively shoveling, digging, and swinging heavy tools.
- Heavy lifting up to 50 lbs. and bending.
- Working, eating, and sometimes camping in the outdoors in all weather conditions, including heat/cold/rain
- Walking on steep or uneven terrain up to 8 mi. (13 km) while carrying 40 lbs. (18 kg) of weight.
- Performing herbicide applications.

Please consider the nature of the work prior to applying and let us know if you have any specific questions or concerns.

REQUIRED SKILLS

- WA state driver's license and comfort driving 12 passenger vans and large trucks.
- Possession of or ability to acquire a WA State pesticide applicators license.
- Familiarity with restoration techniques and natural history of urban green spaces of the Pacific Northwest.
- Capacity to delegate, multitask, stay organized and be responsive.
- Professional and positive attitude and experience in a customer service setting.
- Effective cross-cultural communication.
- Experience leading volunteers and/or crews in restoration work.
- Experience leading and facilitating in a team setting.
- Experience with the use and maintenance of hand and power tools.
- Experience with front and backcountry camping equipment, e.g. tents, stoves, and meal planning.
- Works well independently and is self-motivated.

BENEFITS:

- AmeriCorps education award of approximately \$5,815 upon completion of 1,700 hours.
- Wilderness First Aid (WFA) training provided if needed.
- Days off permissible as designated by EarthCorps (with 4 personal days as standard).
- Holidays will be paid as designated by EarthCorps.
- Medical Insurance is provided.
- Subsidized ORCA Pass for bus transportation.
- Boots, pants, t-shirt, rain gear, and safety equipment provided.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, religion.