



# Palouse-Clearwater Environmental Institute

www.pcei.org

**POSITION TITLE: Learning Nursery Technician** (300hours, Education Award Program)

**ORGANIZATION: Palouse-Clearwater Environmental Institute (PCEI)**

**ORGANIZATION'S MISSION:** PCEI is committed to "increasing citizen involvement in decisions that affect our regions' environment" through "connecting people, place and community".

**LOCATION:** 1040 Rodeo Drive, Moscow, ID 83843

## **SUMMARY OF POSITION:**

The Learning Nursery Technician will work with PCEI Watersheds staff, AmeriCorps members and volunteers on the care and maintenance of the PCEI native plant nursery.

## **ESSENTIAL RESPONSIBILITIES:**

- Assist in care and maintenance of the nursery facility to include: plant watering, weeding, potting, and sowing and sorting seeds
- Participate in implementation of nursery events
- Helps maintain nursery tools and equipment
- Helps maintain nursery website and database

## **REQUIREMENTS** (to include, but not limited to):

- 17 years of age or older, by completion of the program
- U.S. citizen, national or lawful permanent resident
- Possession of a high school diploma or equivalent, or commit to earning one
- Ability to commit to the full term of service for which they are applying
- Submit to a criminal history background check
- Regular and reliable attendance
- Timely submittal of monthly timesheets

## **PREFERRED QUALIFICATIONS:**

- Committed to serving the needs of the community and the environment
- Works well independently and as part of a group
- Excellent verbal and written communication skills
- Knowledge of regional ecology and native plants
- Experience and a willingness to work outdoors

## **SCHEDULE:**

This position will last a minimum of 3 months and will end no later than August 31, 2010. The member will be responsible for working with the Volunteer Coordinator at PCEI to develop a weekly schedule in which the required 300 hours of service will be met to fulfill AmeriCorps Education Award Program regulations.

## **MEMBER BENEFITS INCLUDE:**

Upon successful completion of a term of service, eligible members receive an education award of \$1,000-\$2,362.50. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in

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the year that it is used.

## INTERESTED IN APPLYING FOR THIS POSITION?

**Step 1:** Contact the sponsoring agency to find out more about the position. Send a cover letter and a current, updated **résumé** to the project contact:

Laura Milewski  
Palouse-Clearwater Environmental Institute  
Volunteer Coordinator  
1040 Rodeo Drive  
Moscow, ID 83843  
laura@pcei.org

**Step 2:** Next, apply online for AmeriCorps. To complete an electronic AmeriCorps application and submit electronic references:

1. Go to <https://my.americorps.gov/mp/login.do>.
2. Click on "Apply to Serve" at the bottom of the page
3. Complete the requested profile information
4. Once you receive your account information via email, log into the MyAmeriCorps portal and use the navigation pane on the left to complete your application and reference information
5. When your application is complete, click "Search Listings"
6. Perform a search for positions in Idaho.
7. Click "Search"
8. Click the listing to view program information.
9. Read the program information and then click "Apply Now" at the bottom of the page
10. Print the certification page prior to clicking "Submit Application". This document will need to be signed, dated and mailed directly to PCEI at the address listed below.
11. Click "Submit Application".

## FOR MORE INFORMATION ON AMERICORPS, PLEASE CONTACT:

Palouse-Clearwater Environmental Institute  
PO Box 8596  
Moscow, ID 83843  
208.882.1444 phone  
208.882.8029 fax  
donna@pcei.org

Or visit our website at:

[www.pcei.org/pcc](http://www.pcei.org/pcc)

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