



## Going on a Treasure Hunt – Exploring Your Community

### Introduction

You will be going on a treasure hunt to learn about your community and to prepare a description of the planning, natural resource and community and economic development issues within your community. You are expected to collect and analyze a range of information on your community and then convey that information in both written and verbal format.

### Goals and Products

The goals of this treasure hunt are:

- For you to become as familiar as possible with your community over the first few weeks of your service.
- For you to become familiar with your position and the projects you will address over the next year.
- For you to become familiar with research tools and resources that focus on Oregon.
- For you to improve your written and verbal communication skills.

The products of this treasure hunt are:

- A written report.
- A five-minute verbal presentation.

The details and components of the report and presentation are on the following pages.

### What is My Community?

The geographic scope for each of your positions differs. Some of you will be working at the scale of one small town, some of you will be working at the county level, and some of you will be doing regional projects that are multi-county. For this treasure hunt, you should describe the geographic range for your projects as appropriate, but you need only collect data for the specific town and county in which you will be physically working.

### What Should the Write-up Include?

For each of you, this will also vary depending on the interesting aspects of your community. **Below are some topics that could be addressed - you can choose which ones best provide a profile of your city and county.** You should research the appropriate ones and be able to back them up with data. You should use secondary data...data someone else has already collected. **You do not need to address all the topics below.**

- **History**....both before and after the arrival of non-Native American people
- **Natural History**...physical geography and the flora and fauna
- **Economic Base**
- **Population Changes Over Time**

- **Key events** that have taken place in the region in the past several years that have affected community and economic development and/or natural resources, quality of life, etc.
- **Recent Trends**...such as economic shifts, in or out migration
- **Key issues as they relate to your project**

In addition to this secondary research, you will also be interviewing your supervisor and 1-2 key people in your community. We ask that you conduct these interviews over the next 5 ½ weeks. Your supervisor can help you identify the additional 1-2 people to interview. These may be community leaders, partners on your projects, staff of other organization, etc. These people should provide you with insights into the community history, important community issues and critical background on your projects.

### Format of Report and Presentation

#### The PRODUCTS of this effort will be:

- 1) A memorandum that includes:
  - A community profile (2-3 pages; 1200-1500 words).
  - The answers to the 20 specific questions attached (this need not be in a paragraph format but can be simply a list with the answers).
  - A special recipe from your community gathered from your interviews/research for inclusion in the RARE Year 26 Cookbook
  - A list of community members you met with.
- 2) A finalized bio and position description (we will provide you with a draft to review)
- 3) A 5-minute oral presentation on your community and your position.

### Written Report

The written component is to be presented in the form of a **written memorandum** to Titus and Aniko; it should be a total of between 2-3 pages of text (1200-1500 words). **Your memorandum should be considered a professional document**, in which you are conveying to us your understanding of your community and your position. Your memorandum could include tables, graphs, maps and other appropriate graphics, though they are not required. Remember that you will need to be selective about what you chose to include in this memo. Your research may lead to 15 pages of fascinating data on your community but for your memo, you should focus on the information that supports your key points.

In addition to the community profile, you will provide the answers to the 20 attached questions about your community. These answers do not need to be in paragraph format, and can be brief. You will also include a recipe that in some way represents your community, which we hope you will gather through your interviews. Finally, provide information on the community members you met with (name, title and affiliation).

**Your memorandum must be emailed to your point person, Titus or Aniko, as an attachment no later than Friday, October 11<sup>th</sup> at 5:00 PM.**

## Bio and Position Description

In addition to your written report, we ask that you review and finalize a bio and position description that will be used on RARE's website to represent you and your community. We will provide you with a draft and you will provide us with a final version that you are comfortable publishing.

Email your finalized bio and position description to Ashley ([aadelman@uoregon.edu](mailto:aadelman@uoregon.edu)) no later than Friday, October 11<sup>th</sup> at 5:00 PM.

## Oral Presentations

The oral presentations will take place during Fall Training. You will present to your peers and RARE staff. **You will be STRICTLY held to 5 minutes for your presentation.** Your presentation should briefly summarize any pertinent information in your community profile and, **most importantly, describe the project(s) you will be addressing. You should approach this presentation as a professional one...**as though you were presenting to the county commissioners, city council, your board or the staff of a foundation to which your community will be applying for funding.

## Other Information for the Oral Presentations and a Couple of Hints

A projector will be available to use during your presentation. Please send Ashley digital copies of the graphic(s) you plan on using in advance of Fall Training. You will be limited to three slides so make sure to choose your graphics wisely. During training, we will provide you with flip-chart paper and pens if you wish to create something for your presentation.

Make sure you have checked on the pronunciation of any non-English words, especially Native American words that identify places.

**You will have 5 minutes to present...no more.** You will be stopped at that point, mid-sentence if necessary.

## QUESTIONS

1. What is the population of the city or county in which you are working?
2. What is the total land area of your county in square miles?
3. What is the population density per square mile in your county?
4. What is the median age in your county?
5. What percentage of the population of your county identifies themselves as "white"?
6. What is the median household income for your county?
7. What percent of the families in your community live below poverty level?
8. Who are your state legislators and what are the district numbers?
9. Who is the federal legislative representative and what is his/her district number?
10. Who are the commissioners for your county (in some counties they may be referred to as the county judge)?
11. Who is the mayor of the city in which you work?
12. Who is the city manager/administrator of the city in which you work?
13. What watershed council represents the community in which you are working?

14. What is the closest community college to your community?
15. What is the closest four-year college or university to your community?
16. What school district covers your community?
17. Please identify one newspaper, one television station and one radio station that covers your community (the Oregonian does not count).
18. Which tribe or confederated tribes currently live in the region you work?
19. What is the legal status of the organization with which you are working for the next year (e.g., county or city government; not-for-profit; special district)?
20. Describe (briefly) the funding sources for your organization in general, and more specifically, your projects.

### **Recipe and the RARE Year 26 Cookbook**

Food is an important part of our personal and cultural identities. It both nourishes our bodies and strengthens our relationships and connections. This year, we want to celebrate the foundational role food plays in our lives and our work by developing a RARE Year 26 Cookbook! The Cookbook has two main purposes: (1) to dish up a tasty slice of our adopted communities and (2) to share a little taste of our homes and families.

To cover this ground, we'll start by collecting recipes that represent your adopted communities. For the Treasure Hunt, we'd like you to seek out recipes that will give your fellow RAREs some insights into the community you are serving. We suggest you find recipes either through interviews or by digging around in other sources you're using for background research. We'll kick off phase 2 of the Cookbook (Recipes that Represent YOU), after fall training. Feel free to reach out to Aniko if you have any questions.

### **Contacting Your Local Extension Office**

At Orientation you heard about Oregon University Extension Services. For this portion of the assignment we ask that you give your local extension office a call and let them know you will be working in the county they serve. Consider setting up an in-person meeting if your local extension office is located within reasonable proximity to the community you are serving. Your local extension officer can be one of the people you interview for the write-up portion of the Treasure Hunt Assignment. To find your local extension office: <http://extension.oregonstate.edu/find-us>

### **Supervisor Interview Questions – Developing a Working Agreement**

Getting to know your supervisor during the first few weeks of service will help build a platform for an open and lasting relationship. Please set up an interview with your supervisor within the first two weeks of your term of service. All supervisors know that you will be requesting time for an interview, so this will not come as a surprise. Below you will find the questions we would like you to ask your supervisor. We ask that you preface each question by answering these questions yourself and presenting them to your supervisor.

1. What did you do before you took your current position?
2. What do you most value about your current position?
3. What do you most value in the people who report to you?
4. What kind of management style do you utilize? Hands on? Hands off?

5. What are your expectations during the course of the next year?
6. What is your communication style? How do you prefer to communicate? Methods, Timing, etc.

As you know, we requested that your supervisor work through the same MBTI Assessment you took at Orientation. Please present your MBTI Assessment results to your supervisor and have them do the same. We would like you to discuss each element (ex: E – I) of the MBTI Assessment with your supervisor, taking notes as you work through assessment results. **The focus of the conversation should be oriented towards creating a working agreement that will allow you and your supervisor(s) to fully understand respective personality types at play and how they may impact supervision, work styles and the project work you are taking on.**