



VetsWork AmeriCorps Position Description

Position Title: Archeology Collections Management Intern

Project Sponsor: Ozark-St. Francis National Forest
<http://fsweb.ozark.r8.fs.fed.us/>

Project Location: 605 West Main St., Russellville, AR 72801

Project Sponsor Mission: The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at:
www.mtadamsinstitute.org

Position Summary: In partnership with the Mt. Adams Institute, the Ozark-St. Francis National Forest seeks an intern to assist in management of the forest, and work on various collections projects to familiarize the intern with the job duties, professional terminology, skills and knowledge used by various natural resource professionals. This is a primarily office based position located in the Supervisor's Office of in west-central Arkansas. The initial assignment for the Intern will be in the archeology shop. Supervised by a professional archeologist, an indepth work experience will be provided with respect to the management, policy, regulations and laws that are applicable to the conservation and protection of heritage/cultural resources. The intern will be offered training opportunities as they occur within the internship time frame to further enhance their professional development and skill set. Working independently and with permanent Forest Service employees, the intern will assist with collections management, tribal relations, filing and upward reporting. This on-the-job training will focus on expanding the districts' ability to accomplish forest management goals and provide a realistic work experience the intern can use to refine their career expectations. Also, during the course of the internship the intern should be able to develop and cultivate a network of natural resource professionals within the Forest Service.

The intern will have an opportunity to be introduced to and support employees working in various other functions, such as timber, fire, silviculture and wildlife. There may be an opportunity to participate in firefighting training. Skills needed: use of computers, small hand tools, GIS/GPS data recording, downloading and map making, map reading, public speaking, and ability to work alone or with others, and to supervise volunteers.

General Responsibilities (to include, but not limited to):

1. Working as a team member support and assist with the completion of forest archeology/tribal relations program, curating artifacts, collections, filing, upward reporting, field survey results and assisting with official reporting procedures.
2. Public outreach and education events (school career fairs, FFA Day, etc.).
3. Support enforcement of federal laws and regulations while working on the forest.
4. Attend and participate in all unit safety meetings and complete required USFS training.
5. Complete a formal training plan developed by the Intern with their supervisor's assistance during the term of service.
6. Support fire, timber, silviculture, recreation and wildlife projects as needed and as training requirements are completed.
7. Maintain vehicle inspection reports, drive defensively and insure proper vehicle maintenance is current.
8. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
9. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
11. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation in Dover, TN from 3/4 to 3/8 (food and lodging provided), intern trainings, and intern meetings.
3. Assist with all aspects of curating archeological collections.
4. Willing to be trained to conduct field work necessary to complete a cultural resource survey to Forest Service standards.
5. Have orienteering skills to locating forest sites (using topo maps, aerial photos, compass and pacing) identified in previous survey work.
6. Must be willing and able to work in a forest environment under adverse conditions if necessary alone or with others.
7. Safely using a wide variety of hand tools.

8. Attend a new employee orientation on the Ozark-St. Francis National Forest and monthly Intern assessment meeting where a formal training plan developed by the Intern and their supervisor will be checked off as training progresses.
9. Must possess leather work boots.
10. Ability to secure suitable outdoor clothing, rain jackets and pants, work boots, etc. Please contact unit for more specific information before purchasing any items.
11. Intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or weekend work on occasion.
12. Meet other requirements of federal employee (eg. background check, defensive driving, ect.)
13. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
14. 21 years of age at beginning of service term.
15. U.S. citizen, national or lawful permanent resident.
16. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
17. Ability to commit to the full 45-week term of service.
18. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does have recurring access to vulnerable populations.
19. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Preferred Qualifications:

- Background in outdoor recreation, natural resources or related field.
- Basic computer skills for data management (Word, Excel, GIS).
- GIS experience.
- An overall attention to detail and organizational skills.
- Ability to take a project from basic instruction to completion.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$13,500, paid over term of service.
2. Upon successful completion of a term of service, eligible members receive an education award of \$6,095. The education award can be used to repay qualified student loans, 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.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.

6. VetsWork is an apprenticeship program approved by the Department of Veterans Affairs (VA) and the Department of Labor. Members with G.I. Bill benefits may be able to dual enroll as an apprentice and access their Monthly Housing Allowance (MHA) of up to approximately \$2400 per month. Actual benefits vary by individuals' qualified benefits.
7. Professional development, trainings and networking opportunities.
8. \$500 Monthly Housing Stipend

Transportation Information:

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and to and from duty station.

Equal Opportunity:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

**Application Instructions
Below**

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates March 4, 2019 to January 10, 2020

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve** button.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.

3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **VetsWork – Mt. Adams Institute – Veterans Only** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred). **Your application will not be considered until all of the materials listed below are received.**

1. A resume.
2. A cover letter for each position in which you are interested applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis).
4. Visit <https://mtadamsinstitute.org/internships/#vetswork> to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
5. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
6. Submit your completed MAI Driver Certification and Safety Agreement form found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.
7. Read "VetsWork Frequently Asked Questions" and "Is VetsWork Right for Me?" found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.

Questions? Contact Katie Schmidt at katie@mtadamsinstitute.org or 509-395-3465
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

Checklist for Completed INTERN APPLICATION
Forms can be mailed or scanned and emailed to Katie Schmidt.

- Application** – AmeriCorps online application
- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- List positions in order of preference if applying for more than one**
- MAI AmeriCorps Certification Form**

- Driving Record / Abstract** – from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time).
- Driver Certification and Safety Agreement form**