



## VetsWork AmeriCorps Position Description

**Position Title:** Multidisciplinary (recreation, trails, heritage, survey) Intern

**Project Sponsor:** Shawnee National Forest  
Supervisor's Office  
<http://www.fs.usda.gov/shawnee>

**Project Location:** Shawnee National Forest, Supervisor's Office at 50 Hwy 145 south,  
Harrisburg, IL 62946

**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](http://www.mtadamsinstitute.org)

**Position Summary:** In partnership with the Mt. Adams Institute, the Shawnee National Forest is seeking an intern to serve in a predominantly field-going position. The intern will assist in management of the Forest and in efforts to connect people to their national forest primarily through engagement in recreation. The intern will assist with recreation, trails, heritage, survey and other program areas across the Forest. The principal focus will be on collecting, compiling, and assessing condition and feature data on recreation sites and trails, as well as supporting the heritage and land survey programs with seasonal needs.

The intern will work independently on recreation site surveys across the Forest. As the Shawnee NF begins a new planning cycle for recreation facilities, it is necessary to ensure that all characteristic and condition data for recreation features is accurate and up to date. The intern will gather data, verify existing data, and update the Agency database (Natural Resource Manager). The intern may also assist with the compilation of other relevant data, such as non-Forest Service recreation opportunities and visitor use monitoring statistics.

The intern will conduct trail surveys and data collection in both wilderness and general forest areas, gathering needed information such as trail condition, physical characteristics, signage, and map accuracy. The intern will coordinate with other members of the recreation and trails program to initiate the development of a trail description/difficulty rating document for public use based on this data. The intern will at times assist the trail crew with trail maintenance and construction/reconstruction activities and sign replacement on hiking and multi-use trails across the Forest.

Within the Heritage Program the intern will provide technical support to professional archeologists, learning and using anthropological and archaeological field techniques to locate, test and evaluate cultural resource sites; search proposed project areas for evidence of historic and prehistoric remains; and document exact location of sites and record them using with GPS equipment.

The intern will assist the land surveyor and survey technician during their field season (November- February) with landline survey, boundary line marking/maintenance, and investigation of encroachments.

The intern may also join the wildlife management, recreation management, wilderness, engineering, timber, or other crews for specific projects and to gain additional experience.

This internship will provide extensive opportunities to work independently in the field, to practice a variety of data-gathering techniques relevant to recreation and land management, and to apply data to the development of recreation guides, management plans, and other documents. The intern will have an opportunity to be introduced to and support employees working in various other functions, such fire, engineering, conservation education, and wildlife management, and will have the opportunity to interact with a variety of public user groups, including hikers, backpackers, horseback riders, and mountain bikers, and volunteers.

Skills to be further developed: map reading; data collection and analysis; database management; utilization of GPS for navigation and data collection; use of hand tools & power tools (including a chain saw); operation of an ATV and/or UTV.

Knowledge to be expanded: recreation site management; trail system development and maintenance; heritage resource management; land surveying.

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

1. Independently visit recreation sites across the Forest to assess conditions and record relevant data and update database.
2. Independently hike forest trails, both wilderness and non-wilderness, carrying necessary supplies and equipment for one-day and occasional overnight trips.
3. Survey trail systems as assigned, to include maintenance condition and physical characteristics.
4. Develop trail description information for public use.
5. Inventory signs and check for accuracy and maintenance level.
6. Assist professional archeologist while learning and using anthropological and archaeological field techniques to locate, test and evaluate cultural resource sites.

7. Search areas of proposed projects for evidence of historic and prehistoric remains.
8. Document exact location of sites and record them using GPS equipment.
9. Within the land survey program, intern will functions in an assistant capacity, typically working with senior staff members, carrying out predetermined phases of the assignments designed to provide broad exposure to the work in the profession.
10. In a training capacity, learns to use Total Stations (robotic and conventional survey instruments), survey-grade GPS and/or other instruments. Works as instrument person on field survey parties with responsibility for operating levels, theodolites, electronic distance measuring devices (EDM), and other equipment used in cadastral as well as geodetic and engineering survey work.
11. Serves as rod person when measuring areas using rod, chain, and hand levels, and helps to make estimates of distances.
12. Records and calculates surveying data recognizing inconsistencies requiring supplemental information.
13. Makes sketches of topography and other physical features.
14. May assist with searches, evaluations, and monumentation of public land corners.
15. Assist in trail maintenance and construction for non-motorized trail systems.
16. Operate a wide variety of hand and power tools.
17. Interact with the public, providing education and information, and to determine compliance with regulations and specifications. May provide historical and cultural information about the Forest to visitors and recreational user groups; explains rules and regulations.
18. Insure that work assignments are carried out in safe and timely manner according to established standards and procedures; attend and participate in all unit safety meetings and complete required USFS training.
19. Review work in progress and report to project managers relative to the completion date and other standards set in report.
20. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
21. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
22. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
23. 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, quarterly Intern trainings and quarterly Intern meetings.
3. Ability to navigate rugged terrain.
4. Ability to read and interpret maps.
5. Ability to operate a motor vehicle on steep, rugged roads.

6. Ability to work independently in field and office settings, completing assignments without direct supervision.
7. Ability to collect accurate, detailed information of a variety of types, including physical descriptions, measurements, and assessments of condition/operability.
8. Moderate computer skills to include data entry, running reports, and editing in various database programs (training provided on Agency-specific programs).
9. Ability to drive a four-wheel drive vehicle with trailer, a UTV and/or ATV, and other equipment (training provided).
10. Must be physically able and willing to participate in field-going activities on a regular basis, and able to hike at least 10 miles carrying at least 25 pounds of gear, and utilize tools such as shovels, rakes, Pulaskis, weed-eaters, and mowers.
11. Must have good verbal communication skills.
12. Ability to secure suitable outdoor clothing, rain jackets and pants, work boots, etc. Please contact unit for more specific information before purchasing any items.
13. Regular and reliable attendance; intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or Saturday work on occasion.
14. Meet other requirements of federal employee (e.g. background check)
15. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
16. 21 years of age at beginning of service term.
17. U.S. citizen, national or lawful permanent resident.
18. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
19. Ability to commit to the full 45-week term of service.
20. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations.
21. 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:**

1. Map and compass skills.
2. Fields record management.
3. Basic backcountry skills.
4. Experience with hand-held GPS units for navigation and data collection.
5. Computer skills for data management (Word, Excel, Access, GIS).
6. Background in outdoor recreation, natural resources, or related field.

**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. No housing provided by service site.

**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**

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**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](mailto: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**