



## VetsWork AmeriCorps Position Description

**Position Title:** Fleet Intern

**Project Sponsor:** Chugach National Forest Supervisors Office  
<https://www.fs.usda.gov/chugach/>

**Project Location:** 161 East 1st Avenue, Door 8, Anchorage, Alaska 99501

**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 Chugach National Forest will sponsor a VetsWork AmeriCorps intern to work with the fleet department helping with managing 120+ Chugach National Forest assets; vehicles, boats, ATVs, trailers, heavy equipment, and more. The objective of fleet management is to support Forest Service programs by providing efficient and safe fleet equipment and to ensure the economical acquisition, operation, maintenance, and disposal of that equipment. The selected candidate will assist the Fleet & Equipment Specialist with data input. This will include maintaining databases such as FED, FMVRS, WEX, and AutoChoice. The applicant will also be responsible for preventive maintenance for 6 pool vehicles located at the Supervisors Office. Travel to district offices is often required, these locations include Girdwood, Cordova, and Seward. Opportunities to support other engineering staff may exist.

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

1. Collect and input monthly mileage and use for highway vehicles in database FED.
2. Complete routine analysis such as utilization based on mileage and day use.
3. Maintain WEX fuel card program; process Driver PIN requests, enter new equipment information, and order replacement cards as needed.

4. Organize new equipment orders, maintain consistent data across range of programs, including FED, WEX, FMVRS, and AutoChoice.
5. Assist with market research and compiling specialized equipment specifications.
6. Help manage 6 pool vehicles at Supervisors Office; perform monthly inspection checklist, collect mileage envelope, and clean as needed.
7. Receive and prepare new equipment for field use.
8. Prepare paperwork for distribution related to transfer or sale of equipment.
9. Organize hard file records, properly dispose of records no longer required.
10. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
11. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
12. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
13. 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).
1. Attend a mandatory orientation in Corbett, OR from 3/18 to 3/22, intern training in Trout Lake, WA and intern meetings. Travel cost/arrangements provided by Mt. Adams Institute. Food and housing provided during orientation and trainings.
2. Ability to drive 4x4 pickup and AWD sedan in severe winter conditions
3. Demonstrate problem solving skills
4. Ability to work independently
5. Education or experience in general business, finance, and/or fleet management
6. Strong computer ability and proficient with WORD and EXCEL
7. Ability to navigate various database-related programs
8. Ability to conduct business over phone or email
9. Meet other requirements of federal employee (eg. background check)
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. 21 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full 45-week term of service.
15. 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.
16. 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. Experience with entering information into general data base, Word, & Excel.
2. Familiarity with specialized equipment, such as ATVs, UTVs, Skid Steers, Snowmobiles, or other non-highway vehicles.
3. Experience conducting market research for service and product cost analysis.

**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. Housing stipend 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 18, 2019 to January 24, 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**