



VetsWork AmeriCorps Position Description

Position Title: Forest Stewardship Technician

Project Sponsor: King Conservation District
<http://kingcd.org/>

Project Location: 800 SW 39th St., Suite 150, Renton, WA 98057

Project Sponsor Mission: The King Conservation District mission is to promote the sustainable uses of natural resources through responsible stewardship.

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 King Conservation District (KCD) will sponsor a VetsWork AmeriCorps Member to serve as a Forest Stewardship Technician. The position's time will be split between the urban and rural forest stewardship programs. They will receive in-depth training both in the field and in a classroom setting on basic forest management principles and skills for assessing forest conditions. As part of technician's work with the Rural Forest Stewardship Program they will conduct forest inventories, analyze and create Geographic Information Systems (G.I.S.) maps for projects, and write small acreage forest stewardship plans and assessments with the overall goal of enhancing and protecting forest natural resources.

The AmeriCorps member will also work with the Urban Forest Stewardship Program on projects that will include community education and outreach, canopy and forest health assistance in the field, stewardship plan development, forest education event participation, and assisting with the Urban Forest Stewardship project proposal and selection process for the following calendar year. With work in the office and the field, the position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility and independence. The ideal candidate for this position has an eagerness to learn about and apply forest health practices and principles in urban and rural settings.

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

1. Plan and coordinate public engagement events and general program outreach to increase awareness of forest health projects, and the practices that protect and enhance tree canopy cover.
2. Assist with planning and coordinating small acreage forest education events for landowners.
3. Assist with planning and coordinating forest and tree canopy cover enhancement projects for public and private properties.
4. Assist with writing forest stewardship plans for public entities and private individuals.
5. Learn about and become experienced with Geographic Information Systems (G.I.S.) and using them to do analysis.
6. Assist Urban and Rural Forest Stewardship Program staff with vegetation inventories and assessments.
7. Support the Urban and Rural Forest Stewardship Programs by using inventory and assessment findings to characterize the condition of forest and tree canopy cover and identify actions to improve and expand forest and tree canopy cover with public entities and private individuals.
8. Perform office and administrative tasks in association with assigned projects.
9. Attend KCD and partner trainings related to forest health management.
10. Complete a Community Action Project that is identified by the AmeriCorps Member, 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).
2. Attend a mandatory orientation in Corbett, OR from 3/18 to 3/22, quarterly Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings), and quarterly Intern meetings.
3. Communicate effectively orally and in writing with staff, project partners, the general public, and a diverse landowner population.
4. Manage overlapping program/project deliverables while successfully operating in a small office environment that often requires staff to adapt to and accommodate changing priorities.
5. Able to take direction and work as a member of a team.
6. Use Microsoft Office to write reports, track work progress, prepare and record program/project data and records.
7. Work occasional evenings and weekends.
8. Travel to various locations throughout King County.

9. Currently hold or can obtain a valid Washington State Driver's License.
10. Able to perform physical work in all weather conditions.
11. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
12. 21 years of age at beginning of service term.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent or commit to earning one prior to receiving an education award.
15. Ability to commit to the full 45-week term of service.
16. 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.
17. 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 and/or education in natural resources, environmental science, education, and/or public outreach
2. Knowledge of or experience working with diverse groups of community members.
3. Knowledge of or experience in Pacific Northwest ecology and native plant species.
4. Knowledge of or experience in using G.I.S. / G.P.S.
5. Knowledge of or experience with the practices and principles of forest health management.

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 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 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 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**