



## **VetsWork AmeriCorps Position Description**

**Position Title:** Recreation and Off-highway Vehicle (OHV) Intern (2 positions)

**Project Sponsor:** Siuslaw National Forest  
Oregon Dunes National Recreation Area  
<https://www.fs.usda.gov/siuslaw>

**Project Location:** 855 Highway 101 S, Reedsport, OR 97467

**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 Siuslaw National Forest offers this field-going position located along the scenic Oregon Coast on the Central Coast Ranger District. This position will assist in management of the forest in efforts that connect people to their national forest primarily through recreation, conservation education and stewardship activities. Most of the work will be performed outside under all weather conditions and involves summer peak season weekend work and holiday weekends.

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

1. The work is performed primarily in field setting, with office assignments to record data into a computer.
2. Assures recreation sites and areas are operated and maintained in accordance with operation and maintenance plans.
3. Routinely maintains, repairs and cleans developed sites such as campgrounds and day use areas and associated facilities, roadside and/or backcountry dispersed sites.
4. Operates a 4x4 vehicle to patrol OHV areas, visit dispersed campsites and perform work in backcountry areas.

5. Provides information about recreation opportunities and current conditions to Forest visitors, shares stewardship messages to gain public understanding of natural resources, and educates visitors on rules, regulations, and restrictions.
6. Promote Leave No Trace/Tread Lightly principles and other stewardship messages through public outreach and education
7. Supports the monitoring of invasive species wildlife, and providing visitor education
8. Coordination with partners and volunteers in planning and carrying out specific projects
9. As opportunities arise, work in other functions of the Forest Service to include wildlife, botany, timber, and cultural resources
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).
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. Physical activity and exposure to weather elements is a working condition associated with this position. It involves walking, climbing in rough terrain and sand dunes, and lifting.
4. Work environment conditions range from working within campgrounds, trailheads, picnic sites, OHV areas and trails, and visitor centers. Work may be on pavement or in remote areas of loose sand.
5. Some locations are outside cell service, and require use of handheld radios.
6. Ability to communicate effectively orally and in writing.
7. The work will be within recreation areas, where public engagement will be part of the job.
8. Basic computer skills and ability to use hand-held data recorders.
9. Communicates and interacts in a positive, professional manner with a diverse group of staff or the general public.
10. Ability to work with others or alone.
11. Ability to take measurements and recordings and document information accurately.
12. Regular and reliable attendance.
13. Willingness to clean public vault toilets in recreation areas and clean up litter left by Forest visitors, and general landscape maintenance such as trimming vegetation.
14. Meet other requirements of federal employee (eg. 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. Experience in safe use of hand, power tools, or chainsaws (farming, gardening, landscaping, carpentry, construction, etc.).
2. General understanding of maintenance.
3. Familiarity with GPS, GIS, map reading and navigation.
4. Comfortable and enjoys talking with the public or public speaking.
5. Experience supervising volunteers.
6. Computer skills with databases, data recorder.

**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. Low cost housing for intern is 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**