



## VetsWork AmeriCorps Position Description

**Position Title:** Conservation Assistant

**Project Sponsor:** Umatilla National Forest  
<https://www.fs.usda.gov/umatilla>

**Project Location:** 72510 Coyote Rd. Pendleton, OR 97801 and Ukiah-Hilgard Highway 244, Ukiah, OR 97880

**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 Umatilla National Forest will provide an array of opportunities and experiences to the intern, including but not limited to firefighting, conservation education presentations, natural resource surveys and wilderness trails maintenance. The position will primarily be an assistant to the Conservation Education Coordinator, but will also assist others on the Forest in wilderness trails and campground maintenance and fish and hydrological surveys. This position is located on the Umatilla National Forest in Pendleton, Oregon & the North Fork John Day Ranger District in Ukiah, Oregon. The intern will assist in 3 major program areas across the forest. 1) Conservation Education & Volunteer Program (6 months): assists in management of the Education & Volunteer program, coordination with partners, grant writing and program development. 2) Wilderness Trails Program (3 months): Working in remote wilderness areas to clear, maintain and build trails. Assist with the Pack string (Horses & Mules) to aid trail crews in transporting equipment to work sites. Removing logs from the trail (crosscut saw work), drainage improvement (using a shovel and hoe/Pulaski to dig with). 3) Fisheries & Wildlife (2 months): assists with surveys of fish and other wildlife species.

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

1. Environmental Education:
  - a. Public outreach and education events (career fairs, outdoor school, etc.).
  - b. Support for the development and implementation of educational program.
  - c. Support in the implementation of a standard Volunteer Program.
2. Improvement of Public Lands
  - a. Trail maintenance for Wilderness trail systems.
  - b. Maintain campgrounds and other recreational facilities.
  - c. Monitoring and surveys of critical fish habitat.
3. Assist in building of new partnerships and maintaining existing ones.
4. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
5. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
6. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
7. 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. Must be self-motivated and be skilled in organization and time management.
4. Should be comfortable speaking to audiences as well as in one-on-one settings with students, partners and general public.
5. An interest in natural resources education and desire to teach young children through high school- age.
6. Comply with all established agency safety policies and procedures.
7. Ability to work with people of various age, interests, backgrounds and beliefs.
8. Meet other requirements of federal employee (eg. background check)
9. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
10. 21 years of age at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full 45-week term of service.
14. 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.
15. 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 using Microsoft Word, Excel and Powerpoint.
2. Experience posting to social media sites including Facebook, Twitter, etc.
3. Be able to lift and carry 45 lbs. three or more miles in less than 45 minutes.
4. Comfortable with hiking/backpacking up to ten miles per day and camping for multiple nights in a tent.
5. Comfortable working in developed recreation sites, including cleaning and maintaining campground toilets.
6. Ability to perform physical labor in rough, uneven terrain for extended periods.
7. Previous experience and familiarity with horses; ability to ride horses on backcountry trails.

**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 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**