



VetsWork AmeriCorps Position Description

Position Title: Administration/Frontline Intern

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

Project Location: North Fork John Day Ranger District, 7410 Main St, 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

Position Summary: In partnership with the Mt. Adams Institute, the North Fork John Day Ranger District of the Umatilla National Forest is seeking an Administrative/Front Line Intern. This position will be 80% administrative in nature, including basic Forest Service fiscal, property, acquisition, and customer/visitor service and office clerical duties. Engagement with the public will include greeting visitors, providing information on routine and recurring topics and directing unusual inquiries to appropriate staff, as well as selling and issuing visitor passes and permits. This position will also manage fleet vehicle records, housing collections, campground fund collection and forest product tracking. The position would report to the district Staff Support Specialist for immediate oversight, and would be assigned/identify a Forest Service mentor in one of the primary functional areas in the agency (admin, fire/fuels, natural resources, planning, recreation, etc.). The intern would be provided the opportunity for up to 20% of their internship in complementary experience in the primary functional areas. The intern could attend fire school and provide administrative support to local incidents.

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

1. Answer telephone and greet visitors in a professional manner, provide information on routine and recurring topics, direct unusual inquiries to appropriate staff, district ranger, or partner agencies/organizations.

2. Permitting and sales of visitor passes, fuel wood permits, and other forest products.
3. Maintain and balance a currency or digital sales drawer using Forest Service point of sales systems including cash and credit card receipts.
4. Utilize Forest Service computer applications for managing fleet vehicle records, housing/quarters collections, campground fund collections and deposits, and forest product tracking.
5. Inventory and organize office supplies according to identified needs and requests.
6. Prepare requisitions for office supplies and other field equipment as requested by district employees.
7. Prepare correspondence for mailing, manage postage and mailing tasks, and file correspondence according to Forest Service records management practices.
8. Define and implement projects with other Forest Service resource functions including but not limited to: facilities, fire/fuels, fisheries, hydrology, range management, silviculture, timber.
9. Attend fire school for firefighting and/or additional training for non-line fire support functions such as personnel status check in, public information, logistics support, etc.
10. Support Forest Service volunteers including campground hosts and similar.
11. Organize and carry out environmental education activities in schools and local outdoor venues.
12. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
13. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
14. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
15. 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. Ability to perform routine clerical tasks such as answering telephone, taking messages, transferring calls, etc.
4. Knowledge and experience using Microsoft Office platform including Outlook, Word, Excel, PowerPoint.
5. Ability to perform recurring tasks with minimal supervision after introductory training period.
6. Ability to recognize when situation deviates from routine conditions, identify potential solutions, and seek supervisory assistance in complex situations.
7. Excellent work ethic, cheerful disposition, and interest in creating a new perception of public service.

8. Interest/proven performance in exploring and experiencing a unique rural community in remote northeast Oregon.
9. Comply with all established agency safety policies and procedures.
10. Ability to work with people of various age, interests, backgrounds and beliefs.
11. Meet other requirements of federal employee (eg. background check)
12. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
13. 21 years of age at beginning of service term.
14. U.S. citizen, national or lawful permanent resident.
15. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
16. Ability to commit to the full 45-week term of service.
17. 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.
18. 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. Prior experience in customer service, retail, sales or office work.
2. Current state driver's license without restriction.
3. Outstanding references.

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 for intern 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

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**