



## VetsWork AmeriCorps Position Description

**Position Title:** Recreation/Trails Planning Assistant

**Project Sponsor:** Mark Twain National Forest  
Supervisors Office  
<https://www.fs.usda.gov/mtnf>

**Project Location:** 401 Fairgrounds Rd., Rolla, MO.

**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 Mark Twain National Forest is looking to support an intern with a focus on recreation planning and multi-disciplinary land and natural resource management. A major aspect of the position is assisting in the planning and coordination of trail projects resulting from the 2017 flood event. The intern will work with recreation personnel on the Forest, other Forests in Region 9, the Regional Office, and external partners such as AmeriCorps St. Louis to plan and schedule trail repair projects. The intern will also track expenditures and accomplishments to document the repairs made and funds used.

The intern will receive training in development and administration of work plans, and the preparation of program input relevant to a variety of recreation management planning processes, including NEPA. The training will consist of data collection for planning and scheduling projects, trail construction and maintenance techniques, and training assignments under the supervision of the Forest's Recreation Program manager. The intern will also receive on-the-job training, and perform duties designed to orient the intern to the mission of the organization. There will be opportunities to be introduced to and support employees

working in various other functions, such as timber, soil, water, archeology, special uses, fire, and wildlife management.

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

1. Assist in planning and scheduling trail repair projects.
2. Develop and maintain a tracking tool (e.g., spreadsheet, database) to document expenditures related to trail repair projects.
3. Prepare documentation for project closeout once trail repairs have been completed. Attention to detail is required as projects are subject to audit by the Federal Highway Administration.
4. Work with budget officer to ensure that charges for all trail repair-related salary and materials are submitted to correct billing codes, and oversee completion of corrections.
5. Support AmeriCorps St. Louis crews with trail repairs and provide continuity for multi-week, multi-crew projects in conjunction with an AmeriCorps Crew Leader.
6. Assist in managing any project reschedules in the event of weather or any other unexpected stops.
7. Travel to ranger districts to work with Recreation Specialists, visit project sites, and provide support as needed to district's program of work.
8. Maintain Trail information in INFRA database and Recreation.gov for public information.
9. Support the maintenance of spatial (GIS) and tabular (INFRA) databases on the Forest.
10. Work with resource specialists, planners, and managers to coordinate and implement local GIS activities such as the production and updating of specific project-related maps.
11. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
12. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
13. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
14. 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 Dover, TN from 3/4 to 3/8 (food and lodging provided), quarterly Intern trainings, and quarterly Intern meetings.
3. Ability to drive a 4-wheel drive vehicle on unimproved roads.
4. Working knowledge of Microsoft Excel and Microsoft Word.
5. A desire to promote environmental stewardship.
6. Ability to work and communicate effectively with a variety of individuals and groups.
7. Demonstrates resourcefulness, motivation, and independence
8. Must be physically able and willing to participate in field-going activities on an occasional basis however, the work is typically performed in a climate controlled office environment.
9. Must possess leather work boots with 8" tops and lug soles.

10. Ability to work alone or with others.
11. Meet other requirements of federal employee (eg. background check, defensive driving, ect.)
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 not 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. Working knowledge of recreation planning, natural resource management, and a desire to promote environmental stewardship and sustainability.
2. Ability to work and communicate effectively with a variety of individuals and groups.
3. Ability to express thoughts clearly and effectively, both verbally and in writing.
4. Familiarity with GPS, map reading, and navigation.
5. Basic knowledge of geospatial technology and ESRI ArcGIS software.

**Member Benefits Include:**

6. A total taxable living allowance (before taxes) of \$13,500, paid over term of service.
7. 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.
8. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
9. Basic medical insurance (covers members only, not dependents; vision and dental not included).
10. Child care allowance for those who qualify.
11. 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.
12. Professional development, trainings and networking opportunities.
13. 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 4, 2019 to January 10, 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**