



VetsWork AmeriCorps Position Description

Position Title: Recreation Assistant

Project Sponsor: Malheur National Forest
Prairie City Ranger District
<https://www.fs.usda.gov/malheur>

Project Location: 327 SW Front St., PO Box 337, Prairie City, OR 97869

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 Malheur National Forest will sponsor a VetsWork AmeriCorps intern to work with the recreation department helping with the improvement of the deliverables of the forest. The selected applicant will serve as an intern performing work in Forest resource (recreation, scenery/interpretation, wilderness, wilderness trails, and special uses) programs. As an intern, the incumbent performs productive natural resources work and receives training pertaining to Forest resources and activities. The intern will assist with implementing recreation plan objectives and inspection of the full range of recreation uses, administration of special authorization for recreation events and concessionaire operations. Processes special use applications including on-the-ground investigations of site suitability, preparation of associated environmental assessment reports, and special use permits in final form for the supervisor's review. Uses applicable databases to maintain unit information in order to monitor recreation resources program activities. Communicates program information to the public regarding the agencies management practices, rules, and regulations.

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

1. Evaluate recreational needs and determine solutions to be addressed.
2. Assist in developing potential recreation sites.
3. Work with volunteers and the public.
4. Assist other recreation staff with identified projects.
5. Data entry in digital and hardbound forms.
6. Process past project data.
7. Assist with collecting field data.
8. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
9. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
11. 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 2/03 to 2/07 and Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings).
3. Ability and willingness to serve outdoors.
4. Demonstrate problem solving skill.
5. Interact with the public and engage with sometimes hostile public.
6. Ability to work independently.
7. Ability to walk over rough terrain.
8. Ability to exercise good judgment in difficult situations.
9. Meet other requirements of federal employee (eg. background check).
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. 21 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full 45-week term of service.
15. 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.
16. 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. Computer ability, especially GIS, WORD, EXCEL.
2. Trail maintenance skills.
3. Developed recreation site maintenance skills.
4. Understanding of Wilderness Areas.
5. Understanding of NEPA process.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$15,750, 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 assistance provided by service site. Verizon is the primary provider and some cell phone carriers do not work in the area.

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 February 3, 2020 to December 11, 2020

Length of Term: 1700 hours

How to apply:

Submit the following materials by email to katie@mtadamsinstitute.org. If you are selected for a position additional documents will be required.

1. A resume including three professional references (These could be military, civilian, or academic.)
2. A separate cover letter for each position in which you are interested in applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis). This needs to be the long form Member 4 copy which has 30 total boxes of information.
4. Read “VetsWork Frequently Asked Questions” and “Is VetsWork Right for Me?” found at <https://mtadamsinstitute.org/internships/#vetswork> under the 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 initial INTERN APPLICATION

Forms can be mailed or scanned and emailed to Katie Schmidt.

- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- In the submission email list positions in order of preference if applying for more than one**