



VetsWork AmeriCorps Position Description

Position Title: Recreation Volunteer and Partnership Coordinator

Project Sponsor: Umpqua National Forest

Project Location: 2020 Toketee Ranger Station Rd., Idleld Park, OR 97447

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 Umpqua National Forest will sponsor a VetsWork AmeriCorps intern to assist with all aspects of the North Umpqua/Diamond Lake (NUDL) zone recreation program, including developed campgrounds, wilderness and trails, and interpretation. The intern will work alongside Forest recreation personnel to gain an understanding of the work necessary to keep recreational facilities safe and enjoyable for the public. The intern will recruit and support volunteers to complete various recreation projects on the Forest. They will also work on establishing new volunteer recruitment strategies to increase volunteer numbers and retention, including learning how to plan a successful volunteer project that not only accomplishes a Forest Service goal, but provides a meaningful experience for volunteers.

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

1. Perform routine maintenance at campgrounds and other recreational facilities.
2. Maintain trails throughout the Forest.
3. Monitor and report recreation use activities.
4. Develop relationships with local groups to increase stewardship and volunteerism.
5. Recruit volunteers to support stewardship projects on the Forest.
6. Responsible for tracking volunteer data including hours and reimbursement.

7. Compile volunteer statistics for year-end reporting.
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 in all conditions and perform duties such as cleaning up litter, removing excess vegetation, and cleaning public restrooms.
4. Must possess physical ability to perform sometimes strenuous and repetitive activity, including but not limited to use of hand/power tools, lifting up to 50lbs, hiking several miles, ect.
5. Demonstrate problem solving skills and exercise good judgment in difficult situations.
6. Ability to work independently and with a high degree of self-motivation.
7. Be able to communicate and interact in a positive, professional manner with a diverse group of staff and the general public both orally and in writing.
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 in safe use of hand, power tools, or chainsaws (farming, gardening, landscaping, carpentry, construction, etc.).

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2. Proficiency with Microsoft Office, Word and Excel.
3. Experience using Social Media as an outreach tool.
4. Easily engages with the public and collaborates with co-workers.
5. Understanding of recreation use on Public Lands.
6. Experience with volunteer recruitment strategies.

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 \$2,400 per month. Actual benefits vary by individuals' qualified benefits.
7. Professional development, trainings and networking opportunities.
8. Free bunkhouse provided. Reduced cost government family housing available.

Transportation Information:

1. Project site is not accessible by public transportation. Duty Station is in a remote location approximately 60 miles from the nearest full service town of Roseburg, OR.
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**