



## VetsWork AmeriCorps Position Description

**Position Title:** Recreation Intern

**Project Sponsor:** Daniel Boone National Forest  
Peabody Ranger District  
<https://www.fs.usda.gov/dbnf>

**Project Location:** 91 Peabody Road, Big Creek, KY 40914

**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 Daniel Boone National Forest offers an intern the opportunity to support all facets of a year round recreation program. This is a field going position. Most of the work will be performed outside under all weather conditions and could possibly involve weekend work and working holidays. Recreation area maintenance is very rewarding work as clean and safe recreation areas provide opportunities for visitors to explore the Daniel Boone National Forest's natural resources in a beautiful setting. Recreation maintenance is also labor intensive as the facilities are highly used and often in need of repair. Regular tasks would include snow removal, maintaining trailhead sign boards, restoration of campsites, trail repair, cleaning of bathroom facilities, trash removal, and buildings and grounds maintenance. The intern will perform these basic recreation and facilities maintenance duties and will receive training pertinent to recreation management.

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

1. Recreation and facilities maintenance: performs trail head maintenance (grass cutting, weed eating, restroom maintenance, painting, replacing/installing grills, picnic tables, picnic pads, lantern poles, bear proof trash cans); trail maintenance (clearing trail of down trees, brushing, weed eating), signage maintenance

2. Land line maintenance: recurring maintenance (repainting red line, brushing land line, replacing boundary line signs, target accomplishment); special land line issues arising during trespass or vegetative management projects.
3. Road maintenance: cleaning our culverts, brushing and clearing roads, storm damage clean up, using equipment to grade or replace gravel, repairing potholes.
4. Support wildlife program: habitat restoration, assisting with fisheries studies, installing pollinator garden, installing bear proof trash cans and spraying non-native invasive species.
5. Support Fleet/Facility program: washing and cleaning vehicles. Completing repairs to administrative sites (power washing, painting, landscaping, minor repairs, replacing /repairing administrative signs).
6. Complete a Community Action Project that is identified by the intern, researched, and implemented during the term of service.
7. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
9. 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, OR from 3/02 to 3/06 and a mid-term training (food and lodging provided for orientation and trainings).
3. Lift at least 50 pounds.
4. Willingness to work in inclement weather.
5. Able to walk several miles at a time often on steep terrain.
6. Meet other requirements of federal employee (eg. background check)
7. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
8. 21 years of age at beginning of service term.
9. U.S. citizen, national or lawful permanent resident.
10. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
11. Ability to commit to the full 45-week term of service.
12. 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.
13. 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. Chain Saw certified through the USFS
2. Trail Equipment qualified through the USFS

**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 \$6,195. 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. A \$500/month housing stipend is provided by service site.

**Transportation Information:**

1. Project site is not accessible by public transportation. Rural location makes a personal vehicle preferred.
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 2, 2020 to January 15, 2021

**Length of Term:** 1700 hours

**How to apply:**

Submit the following materials by email to [katie@mtadamsinstitute.org](mailto: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](mailto: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**