



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Integrated Recreation Resource Technician

**PROJECT SPONSOR:** Davy Crockett National Forest

**SERVICE DATES:** March 2, 2020 to January 15, 2021

**PROJECT LOCATION:** 18551 State Highway 7, East Kennard, TX 75847



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the Davy Crockett National Forest is seeking an intern in support of the unit's Recreation program. The intern will receive experience in the practical application of recreation management principles, theories, methods, techniques and practices. This position performs a variety of routine and frequently complex tasks focused on maintaining recreational facilities and providing safe access for the public. These activities may include mowing, weed-eating, site cleanup, cleaning bathrooms, cleaning fire rings and other needed site maintenance and improvements. The intern will routinely engage with visitors to the forest, providing information and leading volunteer group projects. Additionally, there will be integrated duties in fuels/fire, silviculture, wildlife, minerals, lands, engineering, and volunteer programs. The intern will be oriented to the academic theories and basic forestry principles related to the varied work situations. Successful accomplishment of the below responsibilities will support field projects and program planning activities for the unit.

### **GENERAL RESPONSIBILITIES (TO INCLUDE, BUT NOT LIMITED TO):**

1. **Recreation:** Assures recreation areas are maintained in accordance with standards and reports on condition of area. Makes group and individual contacts in providing forest recreation information and answering questions about recreation management on the unit. Notifies visitors of violations. Assists as the point of contact with community organizations and interest groups to generate interest in and use of forest recreation facilities. Coordinates group visits with operational personnel and communicates schedules and requirements for logistical support. Recruits and trains volunteers.
2. **Timber:** Performs timber marking, cruising and scaling of forest products, planting, site preparation, stand exams and timber land improvement projects. Collects, summarizes and prepares requested timber reports and maps which provide information in planting units concerning topography, trespass, invasive species and general conditions of the area. The intern may serve as Contracting Officer Representative (COR) in the administration of contracts.
3. **Wildlife:** Makes wildlife and fish habitat surveys and implements coordination measure such as marking key areas. Performs independently, or as leader of a small project crew in construction or completing wildlife habitat improvement projects such as water developments, fish attractors, or clearing and planting site preparation areas for establishment of more desirable food or cover and other similar tasks. Participates in plant control or type conversion by flagging boundaries, operating equipment, carrying out kill studies, or reseeding.
4. **Vegetation:** Participates in noxious plant control, seeding, or similar projects by flagging boundaries, operating equipment, and carrying out mortality studies. Identifies plant specimens in the field using a key and collects and prepares specimens. Identifies plants and noxious weeds, determines how they grow and apply herbicide to control. Compiles and summarizes the vegetation types obtained from ground surveys including forest health monitoring, biological evaluations, and range surveys. Layout of experimental plots by taking measurements and marking corners and boundaries.
5. **Fire and Fuels:** Executes fuel treatment plans, slash hazard appraisals and hazard reduction plans. Records fuel treatment activity records for required reports and final project completion. Operates motor vehicles and equipment in support of fire suppression activities.

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.
2. Attend a mandatory orientation in Dover, TN from 3/2 to 3/6 (food and lodging provided), quarterly Intern trainings, and quarterly intern meetings.
3. Work requires moderate strenuous physical exertion such as long periods of standing, working, and climbing steep slopes.
4. Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick, tangled vegetation. Temperatures range from very dry to extremely wet. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, gloves, goggles and hardhats.
5. Knowledge of accepted safety procedures in order to prevent injury to self and others and to explain safe practices to others.
6. Ability to safely operate vehicles and obtain a government driving permit.
7. Knowledge of techniques of interpersonal relations to obtain cooperation from volunteers, partners, contractors, permittees, and forest visitors.
8. Knowledge of use of calculators, field data recorders, and computers to access, collect, and download field data.
9. Knowledge of how to use hand and power tools such as ax, shovel, Pulaski, fire rake and similar tools used in field work.
10. Meet other requirements of a federal employee (eg. background check)
11. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
12. 21 years of age at beginning of service term.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
15. Ability to commit to the full 45-week term of service (10 ½ - months).
16. 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.
17. 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. Knowledge of standardized forestry practices for timber marking, tallying, cruising forest products, and for planting, site preparation and timber stand improvement which enables incumbent to function as a crew leader or member of a crew in these areas.
2. Knowledge of common timber types, plant associations, soil types, etc., to identify obvious conditions and defects using standard field guides.
3. Knowledge of established standard contract administration procedures to serve as inspector on small contracts.
4. Knowledge of standard recreation operation policies and maintenance procedures to accomplish assigned recreation duties either individually or a leader of a small crew.
5. Knowledge of standard forestry practices and procedures used to develop and protect wildlife and fisheries habitat in order to accomplish project assignments.

6. Knowledge of a forest environment to effectively perform duties in fire, timber, recreation, and other related forestry areas.

#### MEMBER BENEFITS INCLUDE:

1. 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.
2. \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
3. \$6,095 education award (qualified student loans and/or education expenses)
4. A \$500 per month additional housing stipend is provided.
5. Loan Forbearance
6. Health Care Insurance
7. Child Care Reimbursement
8. Professional development, trainings and networking opportunities.

#### 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.

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#### APPLICATION INSTRUCTIONS:

Email the following 4 documents to [katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org):

- Resume (Include contact information for three professional references - military, civilian, or academic)
- Cover letter (One for each position applying to).
- Supplemental Questions:
  - What is your motivation for applying to VetsWork?
  - What are you hoping to get out of this experience?
- Copy of your DD 214 with an honorable discharge:
  - "General under honorable conditions" discharge are considered on a case-by-case basis
  - Must be long form "Member 4 copy" (has 30 total boxes of information).

#### ADDITIONAL INFORMATION:

- MAI screens all applications and conducts pre-interviews. If qualified, MAI will conduct thorough reference checks and recommend candidate for Sponsor Site interviews.
- If VetsWork position is offered, additional paperwork will be required.
- Application are open until filled
- Interviews will occur as qualified applications are received.
- More information can be found at "[VetsWork Frequently Asked Questions](#)" and "[Is VetsWork Right for Me?](#)"
- Cover letter information can be found at <https://www.macslist.org/articles/cover-letters>

**QUESTIONS?** Contact: Katie Schmidt | Recruitment Coordinator

509-395-3465

[katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org)

[mtadamsinstitute.org](http://mtadamsinstitute.org)