



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Recreation Intern

**PROJECT SPONSOR:** George Washington & Jefferson National Forests

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

**PROJECT LOCATION:** Clinch Ranger Station, 1700 Park Avenue, SW, Norton, VA 24273



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the George Washington & Jefferson National Forest is seeking a field-going intern to work primarily in our recreation program. As an intern, you will contribute to providing quality recreation opportunities so visitors can enjoy the outdoors and make lasting memories. Recreation-related duties include developed recreation site operations and maintenance; trails maintenance; wilderness; and customer service and compliance. The intern will work closely with a team, but will have independent responsibilities including conducting public interpretive and conservation education programs. This is primarily a labor intensive, field-going position and will require work in the varying climatic conditions of Southwest Virginia and may require weekend and holiday work. Additionally, this position is designed to offer opportunities to experience other resource areas such as timber, wildlife, and fire.

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

1. Recreation and facilities maintenance (e.g., buildings and ground maintenance, painting, trash removal, bathroom cleaning, sign postings); trail maintenance (e.g., clearing trail of down trees, brushing, weed eating); sign maintenance (installs and maintains information signs and boards)
2. Provides detailed information about recreation opportunities to Forest visitors and explains the Forest Service rules and regulations.
3. Develop and implement conservation education programs and outreach (e.g., news release) for public and education events.
4. Occasionally, assist other resource areas to (1) survey forest conditions and prepare timber sales, (2) assist with habitat improvement projects and surveys, (3) assist with gas well inspections, (4) maintain landline boundaries, and (5) prepare or assist with prescribed burning to meet multiple land management objectives.
5. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
6. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
7. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
8. 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. Physical ability and willingness to participate in labor-intensive activities and serve outdoors in varied terrain and in inclement weather.
4. Desire to obtain basic knowledge of recreation management.
5. Willingness to operate motorized equipment and hand and small engine tools (lawn mower, leaf blower, chainsaw, etc.).
6. Ability to interact with the public and engage with sometimes dissatisfied public.
7. Willingness to work as part of a team (crewmember) and with a wide variety of people of diverse backgrounds and interests.

8. Communicate and interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the general public.
9. A cooperative manner and the ability to serve as part of a diverse team.
10. Comply with all established agency safety policies and procedures.
11. Meet other requirements of a federal employee (eg. background check)
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 education award.
16. Ability to commit to the full 45-week term of service (10 ½ - months).
17. 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.
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. Developed recreation site maintenance skills.
2. Forest Service chainsaw certification.
3. Basic computer skills for data management and conservation program development (Word, Excel, GIS).
4. Interpretive, public speaking, or public relations skills.

#### **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.macslit.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)