



## **VetsWork AmeriCorps Position Description**

**Position Title:** Recreation and Environmental Education Intern

**Project Sponsor:** Land Between the Lakes National Recreation Area  
[www.landbetweenthelakes.us](http://www.landbetweenthelakes.us)

**Project Location:** 100 Van Morgan Drive, Golden Pond, KY 42211

**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, Land Between the Lakes will work with the VetsWork Intern to help maximize outdoor recreation and environmental education. The Intern will become integrated into facilities and programs throughout the unit, based on seasonal needs. The intern will spend a majority of the time in the field, integrated with our campground, trails, OHV areas, communications, and environmental education teams.

Assignments will include partnering with volunteers, maintenance contractors, partner employees, and USFS staff. Amongst the many opportunities that will be provided, the intern may dress up as Smokey Bear or Woodsy Owl in a parade, interpret life in the 1850s as a first person interpreter, staff a OHV gatehouse on a holiday weekend, maintain trail with a volunteer trail crew, take a red tail hawk to a school to perform an education program, operate a campground store on a weekend afternoon, lead a group of 4<sup>th</sup> graders through a stream survey, or set up a booth at a county fair. They will interact with visitors and potential visitors from diverse backgrounds and interest levels at various settings. A primary focus will be to increase outreach efforts in neighboring communities as the face of Land Between the Lakes at community events, parades, fairs, and other gatherings.

The Intern is expected to develop their customer service skills and unique insights, passions, and viewpoints to enhance the education and recreation offerings, and to better advertise and communicate those offerings to neighboring communities.

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

1. Assist with developed recreation area maintenance, fee collection and inspections.
2. Engage local military veterans in volunteer projects.
3. Assist with trails inspections and maintenance, and site operations.
4. Reach out to underserved communities to assess desired recreation opportunities.

5. Inspection of maintenance contract specifications and special use permit holders for compliance.
6. Assist with operations of developed recreation and education facilities.
7. Plan and lead environmental education activities for K-12 students.
8. Assist with community engagement and outreach at parades, fairs, and special events,
9. Complete a Community Action Project that is identified by the intern, researched, and implemented during the term of service.
10. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
11. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
12. 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. Desire to promote environmental stewardship.
4. Ability to take the lead on development of programming for environmental education goals.
5. Ability to communicate to groups of different ages, education, and cultural backgrounds.
6. Ability to drive a 4 wheel drive vehicle.
7. Ability and willingness to work outdoors in inclement weather.
8. Ability to work evenings, weekends, and holidays.
9. Ability to ensure strenuous and repetitive physical activity involving hiking distances, and heavy lifting,
10. Meet other requirements of 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 an education award.
15. Ability to commit to the full 45-week term of service.
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. Strong connection to the natural world.
2. Interest in environmental education and engaging with a diverse public.
3. Comfortable working alone or collaboratively.
4. Familiarity working with power equipment, including chain saws.
5. Familiarity with maps and GIS.

6. Ability to communicate internally and externally, including with groups in developed and undeveloped recreation areas.

**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**