



## VetsWork AmeriCorps Position Description

**Position Title:** Archeology Collections Management Intern

**Project Sponsor:** Ozark-St. Francis National Forest  
<http://fsweb.ozark.r8.fs.fed.us/>

**Project Location:** 605 West Main St., Russellville, AR 72801

**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, this position is primarily office located in the Supervisor's Office of the Ozark-St. Francis National Forest in west-central Arkansas. The intern will assist in management of the forest, and work on various collections projects to familiarize the intern with the job duties, professional terminology, skills and knowledge used by various natural resource professionals. The initial assignment for the intern will be in the Archeology department. Supervised by a professional archeologist, an in-depth work experience will be provided with respect to the management, policy, regulations and laws that are applicable to the conservation and protection of heritage/cultural resources. The intern will be offered training opportunities as they occur within the internship time frame to further enhance their professional development and skill set. Working independently and with permanent Forest Service employees, the intern will assist with collections management, Tribal Relations, filing and upward reporting. This on-the-job training will focus on expanding the districts' ability to accomplish forest management goals and provide a realistic work experience the intern can use to refine their career expectations. Also, during the course of the internship the intern should be able to develop and cultivate a network of natural resource professionals within the Forest Service.

Specific activities may include: filing, working with artifacts, collections management, upward reporting, assisting with heritage survey work and documenting/reporting field work, using data recorders and GPS units, after required training participating in prescribed burns and wildfire suppression, safely driving a vehicle, safely using a wide variety of hand tools and becoming familiar with computer programs used by the Forest Service for tracking or reporting their work.

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

1. Working as a team member to support and assist with the completion of Forest Archeology/Tribal Relations program, curating artifacts, collections, filing, upward reporting, field survey results and assisting with official reporting procedures.
2. Public outreach and education events (school career fairs, FFA Day, etc.).
3. Support enforcement of federal laws and regulations while working on the Forest.
4. Attend and participate in all unit safety meetings and complete required USFS training.
5. Complete a formal training plan developed by the intern with their supervisor's assistance during the term of service.
6. Support fire, timber, silviculture, recreation and wildlife projects as needed and as training requirements are completed.
7. Maintain vehicle inspection reports, drive defensively and insure proper vehicle maintenance is current.
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 Dover, TN, OR from 3/02 to 3/06 and a mid-term training (food and lodging provided for orientation and trainings).
3. Assist with all aspects of curating archeological collections
4. Willing to be trained to conduct field work necessary to complete a cultural resource survey to Forest Service standards.
5. Have orienteering skills to locating forest sites (using topo maps, aerial photos, compass and pacing) identified in previous survey work.
6. Must be willing and able to work in a forest environment under adverse conditions if necessary alone or with others.
7. Attend a new employee orientation on the Ozark-St. Francis National Forest and monthly intern assessment meeting where a formal training plan developed by the Intern and their supervisor will be checked off as training progresses.

8. Must possess leather work boots.
9. Ability to secure suitable outdoor clothing, rain jackets and pants, work boots, etc. Please contact unit for more specific information before purchasing any items.
10. Intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or weekend work on occasion.
11. Meet other requirements of 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 an education award.
16. Ability to commit to the full 45-week term of service.
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. Background in outdoor recreation, natural resources, or related field
2. Basic computer skills for data management (Word, Excel, GIS)
3. GIS experience is preferred
4. An overall attention to detail and organizational skills
5. Ability to take a project from basic instruction to completion

**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**

---

**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**