



PUBLIC LANDS STEWARDS PROGRAM  
AmeriCorps Position Description

**Position Title:** Mt. Hood National Forest Interpretive Education Intern (1 position)

**Project Sponsor:** Mt. Hood National Forest, Zig Zag Ranger District.

<https://www.fs.usda.gov/main/mthood/home>

**Project Sponsor Mission:** To sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

**MAI Mission:** This position is in partnership with 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. <http://www.mtadamsinstitute.com>

**Project Location:** This position will be based at the Zigzag Ranger Station on the Mt. Hood National Forest 70220 E. Hwy 26 Zigzag OR, 97049.

**Position Summary:** The position will assist the Interpretive Education Coordinator with tours of the historic Timberline Lodge, educational programming, and coordination of a large volunteer staff. The incumbent will also be involved in building and maintaining partnerships in the local community.

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

- Greet visitors to Timberline Lodge. Provide information about the local area and recreational opportunities.
- Provide tours to the public and for organized groups.
- Actively seek out and participate as a volunteer in local events and activities that support community connections.
- Provide support when engaging local schools or the public at special events.
- Assist with developing future programming.
- Research effective interpretive writing and sign-making, and assist with developing new signs.
- Provide intermittent support in the visitor service center.

- Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear a United States Forest Service (USFS) uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Member will not engage in prohibited Americorps activities as outlined in the member handbook and agreement.

**Position Requirements:**

This is a position for a person who likes interacting with other people! Since much of the work will be done in partnership with other groups, we seek someone who is self-directing and a positive representative of the USFS.

- Ability to work in teams is critical.
- Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Participate in District wide events such as clean up days, trail work, facility projects, etc.
- Flexibility to change tasks as conditions change.
- Flexibility to work a varied schedule with long days, weekend work and possibly working on holidays.
- Willing to wear Smokey Bear outfit and represent the Forest Service appropriately while wearing the outfit.
- Regular and reliable attendance.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- 21-30 years of age, at beginning of service term.
- U.S. citizen, national, or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. This position does have recurring access to vulnerable populations.
- AmeriCorps 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:**

- Prior experience in public speaking, as much of the duties depend on a level of comfort with large groups.
- Work experience that was dependent on a high level of trust or independence.
- Leadership and partnership ability may be demonstrated in a variety of ways.
- Current First Aid and CPR certification.

**Member Benefits Include:**

1. A total taxable living allowance (before taxes) of \$350/week (\$8750 total for 25 week position).
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$3,097. 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. The USFS will provide bunk housing free of charge.
5. Opportunity to learn about other positions on the forest such as recreation management, timber, fish & wildlife, special uses, etc.
6. Live and work in a beautiful setting with many opportunities for outdoor recreation.

**Transportation Information:**

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Personal vehicle is required for off-duty travel.
4. Intern is responsible for travel to and from orientation and to and from duty station.

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**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:** May 4 – October 23, 2020

**Length of Term:** 25-week position /960 hours

If you are interested in this position AND you meet the requirements for the position, please complete the following steps to apply for the position. To be considered for an interview all of the following information must be submitted via email to our Program Coordinator.

**Application Instructions:**

Email the following 4 documents to our Program Coordinator [Mike@mtadamsinstitute.org](mailto:Mike@mtadamsinstitute.org). Each of these documents must be submitted as a separate email attachment as either a word or pdf document.

- Resume (attach a separate word doc or pdf to email)

- Professional references. Please provide email AND phone contact information for three professional references (attach a separate word doc or pdf to email)
- Cover letter(s). Please submit a separate cover letter for EACH position you are interested in (attach a separate word doc or pdf to email)
- Answers to the following questions (attach a separate word doc or pdf to email):
  - What is your motivation for applying to this position?
  - What are you hoping to get out of this experience?

**Additional information:**

- More information can be found at <https://mtadamsinstitute.org/public-lands-stewards>
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

**QUESTIONS?** Contact: Mike Gundlach  
Public Lands Stewards Program Coordinator  
[mike@mtdamsinstitute.org](mailto:mike@mtdamsinstitute.org)  
Office/Cell: 503-926-4407  
Mt. Adams Institute  
2453 HWY 141, Trout Lake, WA 98650

**AN EQUAL OPPORTUNITY EMPLOYER**