



PUBLIC LANDS STEWARDS PROGRAM AmeriCorps Position Description

Position Title: Oregon State Parks Coastal Resources Intern

Project Sponsor: Oregon Parks and Recreation Department www.oregonstateparks.org/

Project Location: Harris Beach State Park, 1655 Old US Highway 101 Brookings, OR 97415

Mt. Adams Institute Mission: Public Land Stewards 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

Project Sponsor Mission: To provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

Position Summary: In partnership with the Mt. Adams Institute, the intern will assist park and natural resources staff in trail assessment for each segment of the Oregon Coast Trail in the Harris Beach management unit. This assessment will help prioritize, plan and implement maintenance projects on the trail system. The intern will identify key invasive weedy plants and rare and endangered plants and map locations for natural resources planning. Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Work locations may be remote with only radio contact. Occasionally works in office operating computers and other office equipment. Some work will be in other parks and will include travel and at times overnight lodging.

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

1. Identify problems that pose a public safety concern on the trail system and that require immediate maintenance.
2. Systematically assess trail conditions and identifying maintenance needs to prioritize trail maintenance tasks.
3. Identify areas of the trail system that are negatively impacting natural resources.
4. Assist in patrolling trail areas by checking for misuse, undesirable activities, hazardous situations and reporting findings to park rangers or management.
5. Identify, map and control noxious weeds along the Oregon Coast Trail.
6. Survey, map and determine threats to rare plants along the Oregon Coast Trail.
7. Work at native plant nursery in Umpqua management unit. Work entails weeding, repotting, fertilizing, cleaning containers and planting.
8. Assist in assembling materials and resources for the development of interpretive presentations.

9. Attend and participate in crew and safety meetings and training classes.
10. Clean and properly store equipment, tools, and vehicles after use.
11. Maintain vehicles, work sites, maintenance shops, yards and storage areas in clean, safe conditions.
12. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
13. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
14. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
15. Member will not engage in prohibited AmeriCorps activities as outlined in the member handbook and agreement.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with MAI Personal and Organizational Vehicle Use Policy detailed at the end of this position description.
2. Attend a mandatory orientation from May 4 – May 8 and Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings).
3. Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Occasionally works in office operating computers and other office equipment.
4. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles.
5. Drives a variety of motorized vehicles. Operates hand and powered tools and heavy equipment.
6. May lift and move up to 50 pounds on a regular basis and up to 100 pounds or more with assistance.
7. Frequently interacts with the public. May be exposed to hostile and offensive language and actions from the public.
8. Occasionally works alone, within phone or radio communication.
9. May travel overnight to other parks, headquarters, or other agency facilities for training and meetings.
10. Exposure to environmental and chemical hazards, chemicals, and fumes requiring safety controls.
11. Cleans up and disposes of human-generated waste, animal waste and carcasses.
12. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures.
13. Listening to what people say and asking appropriate questions to obtain needed information.
14. Have skills in maintaining composure during emergency or emotionally charged situations.
15. Have skills in the use of a personal computer.
16. 21--30 years of age, at beginning of service term
17. U.S. citizen, national or lawful permanent resident.
18. Possess a high school diploma or equivalent.

19. Able to commit to the full term of service for which they are applying.
20. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations.
21. 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:

1. Plant identification skills
2. Weed control skills
3. Landscape Maintenance skills

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$8,750.
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).

Transportation & Housing Information:

1. Personal vehicle is required to get to service site.
2. Organizational vehicle is available for service activities.
3. Project site is not accessible by public transportation.
4. There is no housing provided for this position.

Application Instructions

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: May 4 to October 23, 2020

Length of Term: 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. 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@mtadamsinstitute.org
Office/Cell: 503-926-4407
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

AN EQUAL OPPORTUNITY EMPLOYER