



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Developed Recreation Planning and Operations Intern

PROJECT SPONSOR: Chugach National Forest, Cordova Ranger District - <https://www.fs.usda.gov/chugach/>

SERVICE DATES: March 2, 2020 to January 15, 2021

PROJECT LOCATION: 612 2nd Street (POB 280) Cordova, Alaska, 99574

POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Chugach National Forest - Cordova Ranger District is seeking a qualified, self-motivated individual interested in Developed Recreation Planning in Cordova, Alaska. The position will serve as point of contact with community organizations, clubs and recreational groups to generate interest in and utilization of forest recreation facilities. The intern will coordinate group visits with Forest operational personnel and communicate schedules and requirements for logistical support. Additionally, this position provides community information/education program development and delivery, and provides public information through websites, news articles, and public meetings. The position is primarily office based in the winter months and evenly split between office and field during the summer months.

Cordova is a small, remote community located on the eastern end of Prince William Sound with commercial fishing as its primary industry. Cordova can only be accessed by boat, ferry or air. Once in Cordova, there is a limited road system in/adjacent to the community. Daily ferry service in the summer connects the town to Valdez and Whittier which are on the highway system. Winter ferry service is reduced to four trips per week. Cordova is accessible by air with daily jet service from Seattle and Anchorage through the Mudhole Smith Airport at Mile 13, and small planes at the municipal 2500 foot gravel strip located on Lake Eyak.

Cordova is a coastal Alaska city with approximately 2,500 residents in the winter and 5,000 residents in the summer. As a small, remote Alaskan community, Cordova does not have a shopping mall, a movie theater or fast food chain outlet. There are not any large brand name stores. The long summer days will have 20 hours of daylight while the short winter days will only have 5 1/2 hours of daylight. The normal summer time temperatures will average in the upper 60 to lower 70 degrees. The winter temperatures can get down to a few degrees below 0, but most of the time are near the middle teens to twenty degrees.

Cordova is one of the northernmost temperate rainforests averaging around 160 inches of rain a year. The largest landowner in the area is the U.S. Forest Service. National Forest System land surrounds the community and is an integral part to the lifestyle of those who live here. The District has been repeatedly recognized as one of the renowned Ranger Districts within the Forest Service, and has won numerous awards and national recognition for its fish, wildlife, recreation and information, and education programs. In addition, the District and its employees are highly regarded throughout the Cordova community. The District has a reputation for quality employees at all positions, and a high level of dedication to the Forest Service and the community.

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

1. Support Program Operations
 - Rec site and Trailhead routine and deferred maintenance (may require jet boat travel)
 - Public signage installation, maintenance, and sign inventory
 - Hike developed trails and record condition surveys in trail logs.
 - Log out and brush developed trails
 - Use trail logs to identify repair problem spots throughout trail system. Repairing examples include: tread, boardwalk, staircase, bridge and other construction methods.
 - Collaborate with trail construction crew to complete projects as needed.
 - Cabin maintenance and repair (16 public use cabins throughout the district).
 - Maintenance and repair to warehouse, bunkhouses, residence houses, office, and grounds.
2. Support Program Development and Planning.

- Site Condition Surveys
 - Route layouts, surveys, and designs
 - Secure Rural Schools Title II project proposals (funding option for specific projects)
 - National Environmental Policy Act Work (NEPA)
 - Purpose and need
 - Resource reports from terrestrial, aquatics, heritage, and recreation
 - Public comment
 - Decision Memo
 - Projects include: Pipeline Lakes Trail, Snag & Holbrooke Pond, Scott Glacier and Sheridan Glacier Cabins.
3. Collaborate with recreation program personnel to develop long-range plans for managing recreation resources at developed and dispersed recreation sites.
 4. Develop projects associated with trail maintenance and construction.
 5. Implement recreation operation and maintenance plans for developed and dispersed recreation sites and trails.
 6. Support public outreach through planned Information & Education events.
 7. Provide public information through websites, news articles, and public meetings.
 8. Support data collection, database management, and reporting.
 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.
2. Attend a mandatory orientation (March 2-6) and Intern trainings (mid-term) in Dover, TN - (food and lodging provided).
3. Strong written and verbal communication skills.
4. Experience with public speaking.
5. Basic computer skills including Excel and Word
6. Comply with all established agency safety policies and procedures.
7. Meet other requirements of a federal employee (eg. background check)
8. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
9. 21 years of age at beginning of service term.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
12. Ability to commit to the full 45-week term of service (10 ½ - months).
13. 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.
14. 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:

- Experience with Geographic Information Systems.
- Database management skills.
- Outdoor recreation experience.
- Power and non-power tool use and maintenance experience.

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. Loan Forbearance
5. Health Care Insurance
6. Child Care Reimbursement
7. Professional development, trainings and networking opportunities.
8. Free housing for intern provided by service site.

TRANSPORTATION INFORMATION:

- Alaska Airlines flies into Cordova twice each day and Alaska Marine Highway System operates a ferry that services the Prince William Sound communities of Cordova, Valdez, and Whittier.
- In Cordova, there is a limited road system in/adjacent to the community. Most services are within walking distance.
- Cordova has no roads out of the community. Flying in on Alaska Air is the primary way to get to Cordova. The Alaska Department of Transportation operates a ferry service in the Prince William Sound between Whittier, Valdez, and Cordova Alaska. People can walk on our transport vehicles on the ferry but must first get to one of those two communities to access the ferry to get to Cordova. The cost to transport a vehicle on the ferry from Valdez or Whittier to Cordova can be found at the following site: <http://dot.alaska.gov/amhs/index.shtml?gclid=CImz1qHLxsMCFYIefgod35MA8Q>. A vehicle is nice to have in Cordova to get out the one main road for personal recreation opportunities but not absolutely necessary as all amenities and work locations are within walking distance.
- Organizational vehicle is available for service activities.

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:

Email the following 4 documents to katie@mtadamsinstitute.org:

- Resume
- Cover letter (One for each position applying to).
- Three professional references (military, civilian, or academic) – Information to include: Name, Title, Relation to you, email & phone number.
- 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.macslis.org/articles/cover-letters>

QUESTIONS? Contact: Katie Schmidt | Recruitment Coordinator
509-395-3465
katie@mtadamsinstitute.org
mtadamsinstitute.org