



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Resource Assistant

**PROJECT SPONSOR:** Gifford Pinchot National Forest, Mount St. Helens National Volcanic Monument

Headquarters – <https://www.fs.usda.gov/giffordpinchot>

**SERVICE DATES:** February 3, 2020 to December 11, 2020

**PROJECT LOCATION:** 42218 N.E. Yale Bridge Road, Amboy, WA, 98601

**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the Mount St. Helens National Volcanic Monument is seeking a Resource Assistant to provide administrative support to the Monument. This position will support a variety of program areas such as fleet, recreation, engineering, and timber. In addition, the intern will assist with recreation field work as needed. The position will require both indoor (office) and outdoor (field) settings. The intern will gain a broad knowledge of the Forest and how different departments interact.

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

1. Coordinate a variety of front desk operations including but not limited to customer service, money handling, answering phones and supporting other administrative staff.
2. Sales and management of vendor pass sales.
3. Responsible for the weekly counting and accounting of recreation fee dollars.
4. Work with fleet management to complete related tasks.
5. Coordinate with various staff areas to complete work including: recreation, timber, and engineering.
6. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
7. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
9. 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 mandatory orientation in Corbett, OR (February 3-7) and Intern trainings (mid-term) in Trout Lake, WA (food and lodging provided).
3. Ability to travel an hour or more to project sites.
4. Physically able to perform arduous maintenance work.
5. Ability to work well with others to accomplish tasks.
6. Ability to follow direction from supervisor and team leaders.
7. Ability to adapt to changing priorities.
8. Ability to complete administrative duties using computer software and various databases
9. Meet other requirements of a federal employee (eg. background check)
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. 21 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.

14. Ability to commit to the full 45-week term of service (10 ½ - months).
15. 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.
16. 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. Experience with computer functions and the ability to learn new software programs.
2. Ability to perform manual labor and walk for long periods during a work day.
3. Motivation, positive attitude, and a strong will to be a productive member of a team.

#### **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. Low cost housing for intern is available.

#### **TRANSPORTATION INFORMATION:**

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles will be available for work-related travel.

#### **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.

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#### **APPLICATION INSTRUCTIONS:**

Email the following 4 documents to [katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org):

- Resume (Include contact information ((email & phone)) for three professional references - military, civilian, or academic)
- Cover letter (One for each position applying to).
- Answers to the following:
  - 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:**

- 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](mailto:katie@mtadamsinstitute.org)  
[mtadamsinstitute.org](http://mtadamsinstitute.org)