



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Dispatch Intern

PROJECT SPONSOR: Shawnee National Forest <http://www.fs.usda.gov/shawnee>

SERVICE DATES: March 2, 2020 to October 16, 2020 – This is a variation of the typical 45 week program. The term of 33 weeks will provide participants with the standard orientation and training benefits.

PROJECT LOCATION: Murphysboro Work Center, 2221 Walnut St., Murphysboro, IL 62966

POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Shawnee National Forest will offer training and real-world work experience for an intern interested in natural resource management with a focus on wildland fire. The intern will serve as a Fire/Logistics Dispatcher in an interagency dispatch center. The areas involved encompass federal, state and private lands within the dispatch center's area of operation. The center is responsible primarily for wildland fire preparedness and suppression support activities, but may respond to all-risk incidents as needed.

The intern will learn a variety of computer software programs and communication infrastructure to support the movement of resources to support firefighting and other activities, as well as help prepare, display, analyze and disseminate data regarding firefighting resource status, weather and fire danger conditions, personnel training and qualifications, and similar tasks.

The intern will have the chance to attend other fire and natural resource-related trainings during the term of service. They may also join the wildlife management, recreation management, trails, wilderness, engineering, timber or other crews for specific projects and to gain additional experience/training. The intern would also have the opportunity to interact with a variety of other federal, state and local agencies and organizations, and the public at large.

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

1. Daily radio operation and communication and documentation of radio traffic.
2. Tracking initial attack resource availability/status.
3. Provide support to initial attack and extended attack resources (food, supplies, hotels, busses, etc...).
4. Tracking, ordering, processing and filing resource orders for aircraft, crews, equipment and overhead.
5. Flight following with aircraft and communication with air traffic control centers.
6. Track SHF resources going into and out of the field.
7. Maintain logs and records.
8. Support and status of prescribed burns – location, duration, resource commitment.
9. Upward reporting to the Eastern Area Coordination Center.
10. Daily validation and input of weather into fire danger forecasting software.
11. Coordinating with the National Weather Service to obtain general and spot weather forecasts, and red flag warnings.
12. Situation reporting and preparation of daily briefings.
13. Coordination with local 911 centers and county emergency management.
14. Maintenance of website and dispatch communications products.
15. Input training and qualifications data for employees and cooperators.
16. Entering and validating fire occurrence and weather data.
17. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
18. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
19. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.

20. 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 mandatory orientation from March 2nd – March 6th 2020 and Intern trainings (mid-term) in Dover, TN (food and lodging provided).
3. Ability to read and interpret maps.
4. Moderate computer skills to include data entry, running reports, and editing in various database programs (training provided on Agency-specific programs).
5. Must have good verbal communication skills.
6. Ability to collect accurate, detailed information on a variety of types, including physical description, measurements, and assessments of condition/operability.
7. Regular and reliable attendance; intern will normally work 40 hours/week; there will be occasional weekend or evening work; some flexibility in work schedule will be allowed.
8. Support enforcement of federal laws and regulation while working on the Forest.
9. A cooperative manner and the ability to serve as part of a diverse team.
10. Meet other requirements of federal employee (eg. background check)
11. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
12. 21 years of age at beginning of service term.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
15. Ability to commit to the full 33-week term of service.
16. 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.
17. 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 emergency management, communications, natural resources, or related field.
2. Strong verbal and written communication skills.
3. Ability to work in high-stress environments; calm under pressure.
4. Computer skills for data management (Word, Excel, Access, internet and similar programs).

MEMBER BENEFITS INCLUDE:

1. \$11,550 living allowance paid over the 33 week term of service (\$350 weekly, before taxes)
2. \$4,336.50 education award (qualified student loans and/or education expenses)
3. No housing provided by service site
4. Loan Forbearance
5. Health Care Insurance
6. Child Care Reimbursement
7. Professional development, trainings and networking opportunities.

TRANSPORTATION INFORMATION:

1. While a personal vehicle is not required for this position, the Intern is responsible for transportation to and from an initial five-day orientation (lodging may be included in trainings).
2. Personal vehicle is recommended to get to service site.
3. Organizational vehicle is available for service activities.

4. Project site is not accessible by public transportation.

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