



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Timber/Vegetation Improvement 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: Hidden Springs Ranger District, 602 N. First Street, Route 45 North, Vienna, IL 62995

POSITION SUMMARY: In partnership with the Mt. Adams Institute, this position will assist in the management of the Forest and in efforts to connect people to their national forest primarily through the creation and maintenance of a healthy forest. The intern will assist with vegetation management across the Forest. The principal focus will be on collecting, compiling, and assessing condition and volume data on timber stands included within the Forest's five-year timber plan, as well as supporting the land survey program with seasonal needs.

The intern will work independently on timber stand surveys across the Forest. As the Shawnee NF begins a new forest planning cycle, it is necessary to ensure that all volume and condition data for timber stands is accurate and up to date. The intern will gather data, verify existing data, and update the Agency database (Forest Service Activity Tracking System [FACTS]). The intern will assist the land surveyor and survey technician during their field season with landline survey, boundary line marking/maintenance, and investigation of encroachments.

This internship will provide extensive opportunities to work independently in the field, to practice a variety of data-gathering techniques relevant to timber and land management, and to apply data to the development of management plans, and other timber-related documents. The intern will have an opportunity to be introduced to and support employees working in various other functions, such fire, engineering, conservation education, and wildlife management, and will have the opportunity to interact with a variety of public user groups, including hikers, backpackers, horseback riders, mountain bikers, volunteers and federally-recognized Indian Tribes.

Skills to be further developed: map reading; data collection and analysis; database management; utilization of GPS for navigation and data collection; use of hand tools & power tools (including a chain saw); operation of an ATV and/or UTV. Additional skills may include public speaking and the ability to supervise volunteers.

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

1. Visit timber stands in areas proposed for ecosystem restoration across the Forest independently to assess conditions and record relevant data as described above.
2. Provide information or personally update and revise FACTS database.
3. Conduct inventories of timber stands as assigned, to record timber volume and conditions.
4. Assist silviculturalist and other timber staff while learning and using approved inventory techniques and tools as described above.
5. Within the land survey program, intern will function in an assistant capacity, typically working with senior staff members, carrying out predetermined phases of the assignments designed to provide broad exposure to the work in the profession.
6. In a training capacity, learn to use Total Stations (robotic and conventional survey instruments), survey-grade GPS and/or other instruments. Learn to work as instrument person on field survey parties with responsibility for operating levels, theodolites, electronic distance measuring devices (EDM), and other equipment used in cadastral as well as geodetic and engineering survey work.
7. Serve as rod person when measuring area using rod, chain, and hand levels, and learn to make estimates of distances.
8. Record and calculate surveying data recognizing inconsistencies requiring supplemental information.

9. Make sketches of topography and other physical features.
10. May assist with searches, evaluations, and monumentation of public land corners.
11. Operate a wide variety of hand and power tools.
12. Support the NEPA process by researching, writing and editing reports.
13. When the opportunity arises, interact with the public, providing education and information, and to determine compliance with regulations and specifications. May provide information about the Forest to visitors and recreational user groups; explains rules and regulations.
14. Insure that work assignments are carried out in a safe and timely manner according to established standards and procedures; attend and participate in all unit safety meetings and complete required USFS training.
15. Support enforcement of federal laws and regulations while working on the Forest.
16. Review work in progress and report to project managers relative to the completion date and other standards set in report.
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.
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 operate a motor vehicle on steep, rugged roads.
4. Ability to navigate rugged terrain.
5. Ability to read and interpret maps.
6. Moderate computer skills to include data entry, running reports, and editing in various database programs (training provided on Agency-specific programs).
7. Ability to drive a four-wheel drive vehicle with trailer, a UTV and/or ATV, and other equipment (training provided).
8. Must be physically able and willing to participate in field-going activities on a regular basis, and able to hike at least 10 miles carrying at least 25 pounds of gear, and utilize tools such as shovels, rakes, Pulaskis, weed-eaters, and mowers.
9. Ability to work independently in field and office settings, complete assignments without direct supervision.
10. Must have good verbal communication skills.
11. Ability to collect accurate, detailed information on a variety of types, including physical description, measurements, and assessments of condition/operability.
12. Ability to secure suitable outdoor clothing, rain jackets and pants, work boots, etc. Please contact unit for more specific information before purchasing any items.
13. Regular and reliable attendance; intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or Saturday work on occasion.
14. Learn about the National Environmental Policy Act (NEPA), especially the components that influence the content and clarity of technical reports.
15. Support enforcement of federal laws and regulations while working on the forest.
16. A cooperative manner and the ability to serve as part of a diverse team.
17. Comply with all established agency safety policies and procedures.
18. Meet other requirements of a federal employee (eg. background check)
19. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
20. 21 years of age at beginning of service term.
21. U.S. citizen, national or lawful permanent resident.
22. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.

23. Ability to commit to the full 33-week term of service (8 months).
24. 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.
25. 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:

- Background in outdoor recreation, natural resources, or related field
- Map and compass skills.
- Field record management.
- Experience with hand-held GPS units for navigation and data collection
- Computer skills for data management (Word, Excel, Access, GIS)
- Basic backcountry skills.

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