



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Visitor and Recreation Support Intern (Interdisciplinary)

PROJECT SPONSOR: Tongass National Forest, Hoonah Ranger District

<https://www.fs.usda.gov/tongass/>

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

PROJECT LOCATION: 430 Airport Rd, Hoonah, AK 99829

POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Tongass National Forest, Hoonah Ranger District, is seeking a Customer Service Representative to carry out a variety of customer service assignments such as greeting the public and answering district-related questions regarding services and opportunities. Specific tasks may include: assisting with the sale of maps and permits; assisting the district as bunkhouse manager-checking tenants in and out and ensuring agreements are adhered to; assisting with grounds and facilities maintenance; assisting with district community events; and assisting with recreational, special uses and timber-related field work. This position will be partly in and around the office/compound and partly in the field assisting with monitoring and maintenance. Input and work by the intern will affect the accuracy, quality, and timeliness of the processes or services of recreational, special uses and timber program staff. The position may require frequent travel, often to remote locations in the Forest. Field work will be physical; including hiking long distances over varied terrain, flying and boating. This is an excellent opportunity to gain experience in the field of recreation, special uses and timber, and to receive certifications in equipment use.

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

1. Greets the public and provides district information (recreation, directions, interpretation).
2. Administers sales of maps and permits.
3. Implements community events such as the Fishing Derby and National Public Lands Day.
4. Facility maintenance such as mowing, snow plowing, snow shoveling, facilities repair.
5. Assists in field work such as cabin and trail maintenance, timber layout, special use permit monitoring.
6. Checks bunkhouse tenants in and out, ensuring that the bunkhouse agreement is adhered to.
7. May assist with road location or road design.
8. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
9. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
10. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
11. 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. Ability to greet the public and provide information about the district.
4. Ability and willingness to be trained to operate equipment such as mowers, snowplow, chainsaw, firearms, boats, ATVs.
5. The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, rocky, or slippery surfaces; recurring bending, crouching, stooping, stretching, climbing, or similar activities; recurring lifting of light to moderately heavy items weighing less than 50 pounds; and/or regular visits to a variety of outdoor sites. Some situations may require agility or dexterity such as exceptional hand/eye coordination.

6. The work environment includes terrain that may be steep, uneven, rocky, and covered with thick and tangled vegetation. Temperatures and weather extremes may range from very hot and dry to cool and extremely wet, rain, snow, wind, or dusty.
7. The incumbent may be exposed to poisonous plants, stinging insects, and forest wildlife. The work environment requires the incumbent to stay alert continually and to take special safety precautions including wearing special protective items of clothing.
8. Must complete Forest Service firearm safety training upon beginning the internship and be willing to carry a firearm when in the field. The incumbent will therefore undergo random drug testing during the internship term.
9. A cooperative manner and the ability to serve as part of a diverse team.
10. Comply with all established agency safety policies and procedures.
11. Meet other requirements of a federal employee (eg. background check)
12. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
13. 21 years of age at beginning of service term.
14. U.S. citizen, national or lawful permanent resident.
15. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
16. Ability to commit to the full 45-week term of service (10 ½ - months).
17. 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.
18. 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. Desire to serve the public and enjoy working both in an office environment and in the field.

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. \$6,195 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:

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and to and from duty station.

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 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 the experience?
- Copy of your DD 214 with an honorable discharge:
 - “General Under Honorable” discharge will be 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.
- Applications 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