



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Recreation Technician

**PROJECT SPONSOR:** Tongass National Forest, Alaska Ranger District <https://www.fs.usda.gov/tongass/>

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

**PROJECT LOCATION:** 8510 Mendenhall Loop Road, Juneau, AK 99801

**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the Tongass National Forest will offer an intern the opportunity to support all facets of a year-round recreation program. This is a field going position. Most of the work will be performed outside under all weather conditions and could possibly involve weekend work and holidays. Recreation area maintenance is very rewarding work as clean and safe recreation areas provide opportunities for visitors to explore the Tongass National Forest's natural resources in a beautiful setting. Recreation maintenance is also labor intensive as the facilities are highly used and often in need of repair. The intern will perform these basic recreation and facilities maintenance duties and will receive training pertinent to recreation management.

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

1. Assist seasonal members in daily developed recreation duties such as informing the public on the recreation rules and answering questions recreation guest may have.
2. Observe and report campground violations of user fee compliance to supervisor for enforcement actions.
3. Restocking and cleaning of bathrooms located in campgrounds and day use areas.
4. General campground maintenance such as removing campfire ash and grass cutting.
5. Flying, boating or hiking with remote cabin maintenance team to remote cabin locations and assisting in annual maintenance activities like re-chinking exterior logs, painting exterior log stain, basic carpentry repair and general cabin cleaning.
6. Assist in organizing supply room to ensure a neat and operational work space.
7. Be assigned to different locations throughout the ranger district to gain experience of all the different functions that the Forest Service provides.
8. Introduction to Forest Service Wildland Fire Fighting Program.
9. Support any needed trail restoration efforts.
10. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
11. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
12. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
13. 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. Receive and pass season introduction safety classes on watercraft, aviation and bear firearm safety.
4. Ability to operate Forest Service vehicles to different recreation locations.
5. Ability to lift 50 lbs.
6. Able to hike 3 miles with a day pack.
7. Stay overnight in remote cabin locations.
8. Fly on small fixed wing aircraft.
9. Ride to remote cabins on watercraft.

10. A cooperative manner and the ability to serve as part of a diverse team.
11. Comply with all established agency safety policies and procedures.
12. Meet other requirements of a federal employee (eg. background check)
13. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
14. 21 years of age at beginning of service term.
15. U.S. citizen, national or lawful permanent resident.
16. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
17. Ability to commit to the full 45-week term of service (10 ½ - months).
18. 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.
19. 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. Able to use basic power tools such as jig saw, circular saw and drill.
2. Able to use hand tools such as shovel, hammer and pliers.
3. Experience in customer service.

#### **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. Agency/Organization vehicles are available for work-related travel.
2. Alaska Airlines has several flights into Juneau daily.
3. There is no road access to Juneau directly. From the south, the Alaska Marine Highway System operates a weekly ferry from Bellingham, WA. Alternatively, drive the Alcan Highway through British Columbia and the Yukon Territory to Skagway or Haines, and take the southbound ferry to Juneau. For fares and schedules, visit <https://dot.alaska.gov/amhs/>
4. Juneau has public transportation (bus), as well as taxi service and Uber service. A personal vehicle is not necessary, but it is recommended for personal recreation.

#### **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 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.macslit.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)