



## VETSWORK AMERICORPS POSITION DESCRIPTION



**POSITION TITLE:** Visitor Information Assistant

**PROJECT SPONSOR:** Tongass National Forest - Southeast Alaska Discovery Center

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

**PROJECT LOCATION:** 50 Main St, Ketchikan, AK 99901

**POSITION SUMMARY:** In partnership with the Mt. Adams Institute, the Discovery Center is looking for an intern to connect with Southeast Alaska visitors to help them understand and appreciate the role of the Tongass National Forest in sustaining healthy ecosystems and vibrant communities throughout the region. The intern will work at the 21,000 sq. ft. visitor center and museum, providing high-quality public service, including mission-driven, scientifically-sound interpretive programs. In alignment with Forest and agency Public Affairs strategies, connecting visitors with the Forest's unique natural and cultural heritage and its vibrant, sustainable future. The center sees 100k people a year. The intern will provide interpretive history of the Tongass National Forest and Alaskan Native populations, answer visitor questions and give tours of the facility. Additional duties will include maintaining center facilities and assisting the center director with a range of functions.

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

- Provide high-quality conservation education outreach opportunities for teachers and their classes.
- Serve as a collection officer, responsible for accurately collecting and accounting for entrance fees, map sales, passes, donations and other monies and property as required.
- Sustain the center by supporting the director in all facets of management and operations as needed - from administrative and technical support to maintenance, changing movies, opening and closing, putting signs out, making sure exhibits are functioning, putting up and taking down exhibits, and interacting with Alaska native tribal partners to set up performances.
- Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
- Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **POSITION REQUIREMENTS:**

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend a mandatory orientation (March 2-6) and Intern trainings (mid-term) in Dover, TN - (food and lodging provided).
- 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).
- Ability to work in a team setting or alone.
- Have a keen interest in learning interpretive and conservation education delivery techniques.
- Have a keen interest in learning the flora and fauna of the Tongass National Forest.
- Have the ability to answer the same question over and over while maintaining a positive attitude.
- Be a "people person," enjoy helping all ages and levels of understanding.
- Be adaptable to a variety of swiftly changing situations.
- Be safety conscious.
- Be able to learn a complex theater projection system.

- Be comfortable with public speaking in front of both large and small groups.
- Available to work evenings and weekends.
- Comply with all established agency safety policies and procedures.
- Meet other requirements of a federal employee (eg. background check)
- Must have served in US Armed Forces and have a DD214 with an honorable discharge.
- 21 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
- Ability to commit to the full 45-week term of service (10 ½ - months).
- 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.
- 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:**

- Prior experience presenting to an audience.
- Knowledge of local flora and fauna.
- Knowledge of complex audio/visual equipment.

#### **MEMBER BENEFITS INCLUDE:**

- 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.
- \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
- \$6,095 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- Free housing for intern provided by service site

#### **TRANSPORTATION INFORMATION:**

- Project site is accessible by public transportation.
- Personal vehicle is recommended to get to service site. There is a public transportation system in Ketchikan, though a personal vehicle is recommended for exploration of the area. Cheap used cars are available in the area. The cost of shipping a personal vehicle from Washinton state to Ketchikan is around \$3,000.
- Organizational vehicle is available for service activities.

#### **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
- Cover letter (One for each position applying to).
- Three professional references (military, civilian, or academic) – Information to include: Name, Title, Relation to you, email & phone number.
- 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](mailto:katie@mtadamsinstitute.org)  
[mtadamsinstitute.org](http://mtadamsinstitute.org)