



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Recreation and Facilities Intern

PROJECT SPONSOR: Umatilla National Forest <https://www.fs.usda.gov/umatilla/>

SERVICE DATES: February 3, 2020 to December 11, 2020

PROJECT LOCATION: North Fork John Day Ranger District, 410 Main St, Ukiah, OR 97880

POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Umatilla National Forest seeks an intern to work as a member of a dynamic Recreation and Facilities Management team to perform work in support of the Forest Service mission for public service and safety. This position would be approximately 50% recreation management, 25% facilities and 25% training. Intern will be trained in basic Forest Service recreation, facilities, and fleet functions. The intern would acquire experience in a variety of Forest Service technical roles in order to compete and transition successfully in to an entry level recreation, facilities or related position. The position would report to the Forest Recreation and/or Facilities Manager for immediate oversight, and would be assigned/identify a Forest Service mentor in one of the primary functional areas in the agency (admin, fire/fuels, natural resources, planning, recreation, etc...).

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

1. Facilities management in the early season will focus on administrative sites and preparing recreation sites for opening; late season work will prepare facilities for the winter.
2. Developed recreation site management will include managing and improving facilities at campgrounds, trailheads, and recreation rentals at historic locations (Fremont Powerhouse, Ditch Creek Guard Station); the member will learn how public fee funds are used to enhance recreation facilities on national forests and participate in collection and accounting for fees.
3. Management of public access routes (including inspection, signing, maintaining roads and trails, making public contacts, and posting travel management information) will provide a strong foundation in Forest Service transportation policies and practices.
4. Exposure to recreation administration will include field inspections for special use permits including ground-truthing utility locations and facilities, recreation residence condition, outfitter/guide operations, and special events.
5. Other interdisciplinary crew projects could include constructing/maintaining stream crossing structures to limit or permit aquatic organism passage; maintenance of trails for foot, horse and OHV traffic; structures for controlling vehicles; ATV or stock loading facilities; installing or maintaining fences, gates, and livestock watering structures.
6. The member will have the opportunity to provide project support for other Forest Service multiple use resource functions such as customer service, fire/fuels management, fisheries surveys, hydrologic inventories, range management monitoring, silviculture practices, and/or timber marking, according to their interest and district needs.
7. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
8. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
10. 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 in Corbett, OR (February 3-7) and Intern trainings (mid-term) in Trout Lake, WA (food and lodging provided).
3. Training will be provided in Forest Service culture, mission and policies; first aid/CPR if not currently certified; driving on forest roads; ATV/OHV operation; care for and use of pack and saddle stock (horses and mules); use of hand tools, chainsaw, and crosscut saw for site and trail improvements; public messaging for Wilderness/Wild and Scenic River/Leave No Trace principles; and basic fire-fighting (optional).
4. Comply with all established agency safety policies and procedures.
5. Successful member will have the ability to work constructively in a team environment under varied environmental conditions to plan work flow timelines, prepare materials, and engage with partners to coordinate project implementation
6. Must be able to work in all weather and field conditions as the majority of the work is outdoors.
7. Meet other requirements of a federal employee (eg. background check)
8. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
9. 21 years of age at beginning of service term.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
12. Ability to commit to the full 45-week term of service (10 ½ - months).
13. 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.
14. 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. Experience living and working in remote locations with limited amenities.
2. Interest and/or prior experience with problem solving in hands on or theoretical situations.

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. \$6,095 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 will be available for some work-related travel.

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 ((emails & phone)) for three professional references - military, civilian, or academic)
- Cover letter (One for each position applying to).
- Answers to the following:
 - 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:

- 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