

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION



for the greatest good

POSITION TITLE: Recreation Technician Intern

PARTNER ORGANIZATION: George Washington and Jefferson National Forests

WEBSITE: <https://www.fs.usda.gov/detail/gwj/about-forest/districts/?cid=stelprd3794166>

PROJECT LOCATION: 1700 Park Avenue SW, Norton, VA 24273

SERVICE DATES: March 8, 2021 to January 14, 2022



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the George Washington & Jefferson National Forest is seeking a field-going Intern to work primarily in our Recreation program. As an Intern, you will contribute to providing quality recreation opportunities so visitors can enjoy the outdoors and make lasting memories. Recreation-related duties include developed recreation site operations and maintenance; trails maintenance; wilderness; and customer service and compliance. The Intern will work closely with a team, but will have independent responsibilities including conducting public interpretive and conservation education programs. This is primarily a labor intensive, field-going position and will require work in the varying climatic conditions of Southwest Virginia and may require weekend and holiday work. Additionally, this position is designed to offer opportunities to experience other resource areas such as timber, wildlife, and fire.

ESSENTIAL FUNCTIONS (TO INCLUDE, BUT NOT LIMITED TO):

- Partner with local organizations and assist in the recruitment of volunteers.
- Develop skills and assist in volunteer recruitment.
- Engage local military veterans in volunteer projects.
- Help plan and implement volunteer projects.
- Assess the success of projects through data collection and evaluation.
- Work with the Volunteer Coordinator on recreation projects.
- Conduct public contacts on weekend patrols.
- Represent organization in a positive manner.
- Assist the general public with information about recreational opportunities.
- Organize and lead recreation based work parties.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, trainings and team meetings.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear MAI 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 mandatory virtual MAI Orientation (March 8-12) and Intern trainings (mid-term).
- Shows independent initiative for work load and work projects.
- Ability to work in a team based setting.
- Ability to communicate clearly both orally and written.
- This position requires weekend and holidays worked.

Mt. Adams Institute strengthens the connection between people and the natural world through education, service learning, career development and research.

- Ability to lift up to and carry 75 lbs.
- Must be able to work in a constantly changing environment.
- Must be adaptable to changing situations.
- Must have a willingness to learn.
- Comply with all Partner Organizations 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.
- At least 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.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Registry, state of service and state of residence criminal history check and a national FBI check.
- 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.
- **Must be willing to respond to COVID-19 restrictions by altering duties, working remotely from home, wearing designated Personal Protective Equipment (PPE) such as masks, ensure social distancing and follow all agency requirements while working and living in agency housing.**

PREFERRED QUALIFICATIONS:

- Basic computer skills (word processing, email, ability to produce and interpret spreadsheets).
- Ability to use a GPS unit.
- Knowledgeable with orienteering (map & compass).
- Ability to operate landscaping equipment(lawn mowers, weed trimmers, backpack blowers).
- Ability or willingness to learn to tow a trailer with equipment.
- Shows independent initiative and is able to be self-motivated.
- Shows up on time and is presentable and professional in appearance and communication.

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).
- \$6,345 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- Certifications through the Forest Service based on training availability.

HOUSING:

- \$500 monthly housing stipend is provided by service site.
- Government housing may be available upon request. Government housing may be shared with as many as four temporary employees working on the District. Spouses, children, significant others, and pets cannot be accommodated in government housing due to limited space.

- Residents in government housing are charged a daily rate and billed monthly. The 2020 approximate monthly cost was \$300, though this amount may fluctuate. This rate includes electricity, water, and municipal garbage collection. Amenities such as internet and cable must be acquired by residents if desired.
- Other non-government rental opportunities may be available nearby.

TRANSPORTATION INFORMATION:

- A government vehicle is provided for work activities.
- A personal vehicle is required to commute to and from the duty location and for non-work related needs/activities. Public transportation in the area is limited and would not be sufficient to support the intern for day to day non-work needs.

OTHER CONSIDERATIONS:

- The Clinch Ranger District, located in the Cumberland Mountains section of the Appalachian Plateau in southwest Virginia, contains more than 92,300 acres primarily in Wise, Scott, Lee, and Dickenson Counties, Virginia, with some lands in Pike and Letcher Counties, Kentucky. The area is characterized by mountainous terrain with elevations of 4200 feet and deep valleys, numerous streams and rivers, high site productivity, and Virginia's highest average annual snowfall.
- The duty station is located in the city of Norton, VA which is in the far southwest corner of the state near the borders of Kentucky and Tennessee. Other nearby Virginia towns include Wise, Appalachia, Big Stone Gap, Coeburn, and St Paul, all of which are within a 10 to 30 minute drive of Norton, VA with Wise being the next closest town. The Norton-Wise area offers a full range of dining, shopping, and entertainment opportunities. Kinsport, Tennessee is within one hour of the Norton office and offers additional amenities.
- Recreation opportunities on the District include four campgrounds, four lakes and many rivers and streams for boating and fishing, as well as ample hunting opportunities. Also featured are over 100 miles of trails, picturesque landscapes, two observation towers, and strikingly unique rock formations.
- The District is home to a diverse array of flora and fauna species including federally listed species such as the Indiana bat, small spreading pogonia, and the green salamander. The Clinch and Powell Rivers provide habitat for 20 federally endangered freshwater mussel species. Elk have recently been reintroduced to the region. The Nature Conservancy and NatureServe recognize lands on the Clinch Ranger District as hotspots for biodiversity and species richness.
- Rich mixed mesophytic cove forests and drier oak ridges are found on the District. High site productivity results in high value species such as black cherry, black walnut, and sugar maple. A strong timber economy in the region supports multiple saw timber mills, pulpwood processors, and biomass utilization (including a power plant which converts green biomass to offset coal use).
- The District is located in the coalfields region of Virginia and contains large mineral deposits including the Coeburn Gas Field and unique geologic features. Ninety gas wells, pipelines and associated oil and gas field infrastructure traverse the District. Chimney Rock, Bear Rock, and the Russell Fork Boulder Field are popular geologic areas.

DIVERSITY, EQUITY AND INCLUSION:

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

APPLICATION INSTRUCTIONS:

Email the following documents to Katie Schmidt at 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?
- DD 214 – (with 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).

PROCESS:

1. MAI screens application materials, conduct pre-interviews, and recommends qualified applicants for Service Site interviews.
2. Service Sites interview candidates, conduct reference checks and recommend placement.
3. If position is offered, additional paperwork will be required.

Due to Covid-19 parts of our programming may change

ADDITIONAL INFORMATION:

- More information 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

