

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Volunteer Coordinator Intern

PARTNER ORGANIZATION: Sumter National Forest

WEBSITE: <https://www.fs.usda.gov/scnfs>

PROJECT LOCATION: 112 Andrew Pickens Circle, Mountain Rest, SC 29664

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



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Sumter National Forest will offer training and real-world work experience for an Intern interested in natural resource management with a focus on outdoor recreation. The 85,000 acre district is located in the western, mountainous tip of South Carolina. It's a wild and remote section of the Southern Blue Ridge Mountains adjacent and encompassing the Georgia and North Carolina mountains.

The Intern will serve as a critical component of a team designed to increase Forest Service field level capacity to enhance volunteer and partnership projects as well as engage youth and young adults in volunteer and service programs in the district's backcountry and wilderness areas. This position will primarily support the recreation staff, but will also contribute time to all resource areas on the district. The Intern will serve as the Youth Conservation Corps (YCC) leader for high school students during the summer. Opportunities will be available to attend the Wilderness Skills Institute to learn about wilderness ethics and skills and apply these skills on the district through trail work and public education. This opportunity will involve extensive hiking through the wild and remote areas of the district carrying all the necessary tools and equipment. The Intern will make visitor contacts for the purpose of providing wilderness philosophy, explaining rules and regulations, and educating user groups on Leave No Trace principles

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

- Recruit volunteers and organize work days. Volunteer activities may include trail maintenance, trainings, and education.
- Perform trail maintenance with district staff, trail groups, and volunteers.
- Assist district staff with the recreation program and maintenance in campgrounds.
- Develop and implement a day site host program to increase capacity and improve education to the public by having volunteers at busy recreation sites during peak use.
- Lead summer Youth Conservation Corps Crew (YCC). The crew usually consists of four high school students who work for the Forest Service for eight weeks during the summer.
- Provide support to other resource areas including timber, fire, and administration.
- Travel into wilderness and backcountry areas to support trails and wilderness management.
- Increase public and forest visitor knowledge about the Chattooga Wild and Scenic River and Ellicott Rock Wilderness.
- 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.

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

POSITION REQUIREMENTS:

- Ability to independently lead a work crew (YCC, volunteers) on a daily basis.
- Physical capability to perform moderately strenuous trail and recreation work.
- Ability to acquire suitable outdoor clothes, rain jackets, pants, work boots, etc.
- Intern will work 40 hours per week with some flexibility, including some weekend work.
- Good people / communication skills.
- 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:

- Strong communication skills, oral and writing as well as strong organizational skills
- Experience leading others on projects.
- Basic computer skills for data management (Word, Excel, GIS).
- Background in outdoor education, natural resources, or related field.

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).
- \$500 monthly housing stipend.
- \$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.

HOUSING:

- No government housing options available on the district.
- Most employees live within an hour of Mountain Rest, SC. Close options include Clayton, GA and Seneca, SC.
- The district employees can offer suggestions and connections of people to contact about housing options.

TRANSPORTATION INFORMATION:

- A Forest Service vehicle will be available for the Intern for work related duties.

- Intern will be responsible for their own transportation to and from work. No public transportation exists in this area.

OTHER CONSIDERATIONS:

- The area is rural, but all amenities are offered in the local communities. Airports are located in Atlanta, GA and Greenville, SC.
- Opportunities abound for hunting, fishing, hiking, horse-riding, and white-water paddling.

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.macsl.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 509-395-3465

katie@mtadamsinstitute.org | mtadamsinstitute.org



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