

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION



for the greatest good

POSITION TITLE: Recreation Technician

PARTNER ORGANIZATION: Tongass National Forest

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

PROJECT LOCATION: 3031 Tongass Ave, Ketchikan, AK 99901

SERVICE DATES: February 8, 2021 to December 17, 2021

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Tongass National Forest will offer an Intern the opportunity to support all facets of a year-round recreation program. This position will support the Ketchikan-Misty Fjords Rander District Developed Recreation Program. In particular, the position will maintain the Ward Lake Recreation area and maintain trails and recreation facilities off of the Ketchikan road system. This is a field going position. The work will primarily involve the daily replenishment of recreation areas, assisting in servicing and maintaining remote cabin sites and trails, and informing guests in recreation areas of rules and regulations. Most of the work will be performed outside under all weather conditions and will 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 in need of regular repair. The Intern will perform these basic recreation and facilities maintenance duties and will receive training pertinent to Recreation Management.

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

- Assist in daily developed recreation duties such as informing the public on the recreation rules and answering guest questions.
- Restocking, replenishing, and maintenance of campground and day-use facilities.
- General recreation site maintenance such as removing campfire ash and grass cutting.
- Flying, boating, or hiking with remote cabin maintenance team to remote cabin locations and performing annual maintenance such as stocking firewood, staining exterior logs, and basic carpentry repair.
- Be assigned to different sections throughout the district to experience different professional disciplines.
- Support trail restoration and maintenance projects as they arise.
- 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:

- Ability to lift 50 lbs and hike 5 miles with 50 lb. pack.
- Stay overnight at remote cabin locations.
- Fly on small fixed wing float planes.
- Ride small watercraft several hours to remote destinations.
- Participate in a team environment.
- Receive and pass safety classes on watercraft, aviation and bear firearm safety.
- Must have a valid driver's license, clean driving record and ability to provide documentation.

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

- Attend mandatory virtual MAI Orientation (February 8-12) and Intern trainings (mid-term).
- Comply with all Partner Organizations safety policies and procedures.
- 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:

- Ability to use basic power tools such as jig, circular saw, and drill.
- Ability to use hand tools such as shovel, pulaski, and pliers.
- Able to endure arduous work afield.
- Great customer service skills.
- Be flexible and independent.

BENEFITS INCLUDE:

- Professional development, trainings and networking opportunities.
- Government driver license.
- Potential to obtain wildland fire red card.
- First Aid CPR certification.
- Potential to obtain S-212 Chainsaw certification.
- Potential to receive USDA/DOI fixed wing flight certifications.
- Opportunities to take wildland fire introductory classes.
- 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.

HOUSING:

- Housing is provided. Intern will reside in a dormitory style bunkhouse with shared common spaces. The bunkhouse is fully furnished with free laundry. Intern may share a room depending on the COVID situation.

TRANSPORTATION INFORMATION:

- Public transportation connects service site and bunkhouse to nearby amenities and downtown Ketchikan. Personal vehicle is not necessary. Two grocery stores are within a 10 minute walk of the bunkhouse. Multiple cab companies provide transport services in town.
- Government vehicle is provided for work transportation.

OTHER CONSIDERATIONS:

- Ketchikan is a small town of approximately 8,000 people and has a small town feel.
- Ketchikan is located in a temperate rainforest where summer temperatures range from 55 to 68 degrees. Average annual rainfall is 180 inches.

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



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