

PUBLIC LANDS STEWARD

AMERICORPS POSITION DESCRIPTION



for the greatest good

POSITION TITLE: Recreation & Trail Steward

PARTNER ORGANIZATION: Umatilla National Forest

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

PROJECT LOCATION: 410 Main St, Ukiah, OR 97880.

SERVICE DATES: May 3, 2021 to October 22, 2021

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), spend the summer maintaining trails and educating visitors on Leave No Trace principles in the beautiful Blue Mountains. This position assures trails are maintained to Forest Service standards and are safe and pleasing to visitors. This position is perfect for a person who has a passion for being in the mountains and serving outdoors.

The service locations vary from established administrative areas to mountainous forested areas. 90% of the service is performed outdoors. The position requires strenuous physical exertion, including walking in steep or uneven terrain, heavy lifting, and carrying packs up to 40 pounds. Exposure to extreme weather and temperature is expected. The position requires the operation of dirt bikes, OHVs and machinery, such as chainsaws.

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

- Serve as part of a motorized trail crew.
- Utilize tools, such as chainsaws, to accomplish trail work.
- Demonstrate and educate visitors on Tread Lightly, Leave-No-Trace, and other outdoor ethics. Training provided.
- Conduct all interactions with the public and Forest Service staff with professionalism, tact, and adherence to agency mission, standards, and objectives.
- Keep a daily log of activities, daily visitor contact data, trail survey data, and trail conditions.
- Input data of trail users contact data (date, area contacted, type of trail use, and trail users' origin) and trail conditions (access due to snow depths, trees down, washouts, needed drainage, etc.) into computer (training provided).
- Serve both collaboratively with a Forest Service crew and independently.
- 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 MAI Orientation (May 3-7) and Intern trainings (mid-term) – Location to be determined.
- Must be able to serve holidays and weekends.
- Travel, serve and live safely in mountainous and/or remote community setting.
- Serve alone and/or with many diverse people (land & resource managers, other Forest Service trail crew employees, forest volunteers, and forest users) in both an office and field setting.
- Able to safely spend extended periods alone and/or with small crews in the outdoors.
- Physically fit, able to safely walk long distances (5-20 miles/day) over extended periods of time, in a steep mountain environment.

- Able to safely carry heavy loads (45-55 lbs.) for long distances and requiring steep elevation gains.
- Able to operate gas powered tools like chainsaws. Training provided.
- Able to tolerate extreme heat and cold; season will start with snow on the ground and end with snow on the ground, in between it will be hot (up to 100o) and dusty.
- Communicate clearly with members of the public, trail maintenance volunteers, and Forest Service employees.
- The Steward will serve on motorized trail systems and will be required to ride OHVs such as 4-wheelers and dirt bikes. Training provided.
- First Aid and CPR Certified. Training provided.
- Regular and reliable attendance.
- Comply with all Partner Organization safety policies and procedures.
- 21-30 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 25-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, serving remotely from home, wearing designated Personal Protective Equipment (PPE) such as masks, ensure social distancing and follow all agency requirements while serving and living in agency housing.**

PREFERRED QUALIFICATIONS:

- Demonstrated experience in safe use of chainsaws and other tools.
- Demonstrated experience performing trail work.
- Demonstrated experience with OHV or dirt bike riding.
- Demonstrated experience in communicating with the public.
- A passion for outdoor recreation.

BENEFITS INCLUDE:

- \$8,750 living allowance paid over term of service (\$350 weekly, before taxes).
- \$3,172.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Live and serve in a beautiful setting with many opportunities for outdoor recreation.
- Professional development, trainings and networking opportunities.

HOUSING:

- Low cost housing accommodations (Forest Service bunkhouse.)

TRANSPORTATION INFORMATION:

- Agency/Organization vehicles are available for service-related travel.
- Forest Service provides all transportation between the Ranger Stations and service sites.
- It is highly recommended that the Steward have their own vehicle transport for themselves and supplies/equipment for days-off and off-hours, especially in the Ukiah, OR location.

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 our Recruitment Coordinator Katie@mtadamsinstitute.org:

- Resume
- Cover Letter (One for each position applying to).
- Three Professional References – Information to include: Name, Title, Relation to you, email & phone number.
- Supplemental Questions:
 - What is your motivation for applying to this position?
 - What are you hoping to get out of this experience?

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 can be found at <https://mtadamsinstitute.org/public-lands-stewards>
- Cover letter information can be found at <https://www.macsl.org/articles/cover-letters>

