

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Recreation Technician

PARTNER ORGANIZATION: Mark Twain National Forest

WEBSITE: <http://www.fs.usda.gov/mtnf>

PROJECT LOCATION: 4 Confederate Ridge Rd., Doniphan, MO 63935

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



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Mark Twain National Forest offers this field-going position located on the Eleven Point & Poplar Bluff Ranger Districts in southwestern and southcentral Missouri. This position will assist in management of the Forest, and in efforts to connect people to their national forest primarily through conservation education, and engagement in recreation and stewardship activities.

The goals of the position are as follows:

- Provide member with an orientation to all aspects of recreation management.
- Maintain developed recreation areas by installing signs, painting facilities, cleaning campsites, mowing and trimming grass among other maintenance duties. 60%
- Maintain non-motorized trails by removing logs and brush, installing drainage structures and maintaining trail tread. 20%
- Provide an introduction to other functions of the Forest Service, such as timber, fire, and wildlife. 10%
- Support public outreach and education events. 10%

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

- Regular maintenance of both campground and other recreational facilities.
- Assist in non-motorized trail maintenance for both Wilderness and non-wilderness trail systems
- Support for the development and implementation of educational programs.
- Public outreach and education events (career fairs, outdoor school, etc.).
- Work with volunteer groups and serve as crew lead for Youth Conservation Corps (YCC) crew.
- 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).
- Must have the ability to drive a four-wheel drive vehicle with trailer and pass the training provided.
- Must be physically able and willing to participate in field-going activities on a regular basis, and able to hike at least 5 miles carrying at least 15 pounds of gear, and utilize tools such as shovels, rakes, Pulaski's, weed-eaters and mowers.
- Must possess leather work boots with 8" tops and lug soles.
- Ability to work alone or with others.

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

- Experience using hand and power tools.
- Intern will normally work about 40 hours per week, will be required to work some evenings and Saturdays throughout the main recreation season.
- 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:

- Experience supervising volunteers.
- General knowledge of recreation site maintenance and trail maintenance.
- Experience in public speaking.
- Familiarity with GPS, map reading and navigation.

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.

HOUSING:

- No housing provided. Contact the Forest Service district office for leads on housing. Doniphan is small, but may have options. Poplar Bluff is a larger city about ~30 minute drive from the service site.

TRANSPORTATION INFORMATION:

- Project site is not accessible by public transportation.
- Agency/Organization vehicles are available for work-related travel.
- Intern is responsible for travel to and from orientation and to and from duty station.

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

