

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**



for the greatest good



**POSITION TITLE:** Condition Assessment Surveyor Intern

**PARTNER ORGANIZATION:** Pacific Northwest Regional Office / Umatilla National Forest

**WEBSITE:** <https://www.fs.usda.gov/r6>

**PROJECT LOCATION:** 401 Main Street, Ukiah, OR 97880

**SERVICE DATES:** June 1, 2021 – April 8, 2022 (1700-hour position)

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), Region 6 National Forests (Oregon & Washington) will host a team of **3-6** VetsWork Interns to collect information at recreation sites to improve visitor access, evaluate the condition of existing facilities and develop plans to improve recreation access for people with disabilities. This team will be trained together prior to going to their sites, on fieldwork, data recording, site inventories, planning and accessible features. During their term, Interns may travel within the Pacific Northwest to support other Interns at their sites. This position will serve on the Umatilla National Forest in Ukiah, Oregon.

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

- Collect infrastructure condition data at developed and dispersed recreation sites (campgrounds, trailheads, boat launches, etc.), historic and or special designation sites, and administrative sites around the National Forest.
- Input and revise recreation, historic and other data in corporate databases.
- Use data system NRM/INFRA for the forest(s) and regularly attend virtual training on how to utilize the system for multiple applications.
- Identify achievable projects to improve accessibility, decrease or eliminate deferred maintenance, and identify areas (where possible) to coordinate with adjacent landowners or partners.
- Photograph/video sites (where appropriate) to be provided to Recreation.gov to establish a baseline for visitor understanding.
- Collect and develop information about recreation sites to share publicly.
- Duties will be performed both in field setting for condition assessments with office assignments to record data into an online computer system.
- Interns will train conservation corps crews to complete maintenance and light construction projects on recreation sites and administrative facilities.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, training sessions 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. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
- Ability to attend virtual orientation, regular online team meetings and a week-long virtual mid-term training.
- Ability to communicate effectively orally and in writing.
- Ability to take measurements and recordings and document information accurately.
- Comfortable talking with the public.

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

- Ability to travel to remote forested areas.
- Ability to serve with others or alone.
- Ability to use and/or learn to use: data recorders, handheld radios, computer tablet, GPS, maps, hand tools and power tools
- Physical activity that involve walking, lifting and climbing over rough terrain with exposure to weather elements.
- Comply with all Partner Organizations safety policies and procedures.
- Must have served in U.S. 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, 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:**

- ArcGIS skills desired but not required.
- General understanding of maintenance.
- Ability to navigate and read maps.
- A desire and ability to become proficient in data analysis, data analytics and databases.

#### **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:**

- This position provides an additional housing stipend of \$100 per week.
- The intern will be able to utilize FS-provided bunk housing offered at the agency rate. The bunkhouse is dormitory-style with a shared kitchen, bathroom, and laundry facilities.
- Intern will be responsible for the bunkhouse cost of \$6.14 per day.

#### **TRANSPORTATION INFORMATION:**

- Project site is not accessible by public transportation.
- Agency/Organization vehicles are available for service-related travel.
- Intern is responsible for travel to and from duty station.
- Intern may travel within the Pacific Northwest to support other Interns at their sites.

- A personal vehicle is a necessity.
- The community is bicycle friendly.

#### **OTHER CONSIDERATIONS:**

- Ukiah is a rural community with a population of 192. There is a restaurant in town as well as a small store that has a small selection of food. There are laundry facilities onsite. The nearest large city with access to a hospital, grocery store, movie theater, bowling alley, etc. is located 50 miles away in Pendleton. Benefits to living here are that it is a small, quiet community, but it does lack the amenities of a larger city. Individuals who are self-sufficient and creative with entertaining themselves will do well here. The intern will become part of the forest service community. Living at the forest service compound is like living in its own small community.
- The weather can change unpredictably like any other mountain environment. Camping gear and some all season clothing would be useful.
- Learn more about Ukiah at <http://www.cityofukiahoregon.com/>

#### **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](mailto: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.macslit.org/articles/cover-letters>

**QUESTIONS? CONTACT:**

**Katie Schmidt**

Recruitment Coordinator

[katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org)

[mtadamsinstitute.org](http://mtadamsinstitute.org)

