

# VETSWORK – ENVIRONMENT

## AMERICORPS POSITION DESCRIPTION

**POSITION TITLE:** Recreation Technician

**PARTNER ORGANIZATION:** Cherokee National Forest

**WEBSITE:** [fs.usda.gov/cherokee](https://fs.usda.gov/cherokee)

**PROJECT LOCATION:** Unaka Ranger District, 4900 Asheville Highway, Greeneville TN 37742

**SERVICE DATES:** March 7, 2022 to January 14, 2023 (1700-hour position)



for the greatest good



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Cherokee National Forests will sponsor a VetsWork AmeriCorps Intern to serve as a Recreation Technician. When a recreation technician helps maintain and operate campground facilities and trails it prevents degradation to natural resources and enhances a visitor's experience, enjoyment, and satisfaction of the outdoors, which not only provides a wide range of positive health benefits but also gives visitors a reason to travel and spend money in the local area. This position will support the following Forest recreation goals while receiving experience and associated skills in recreation management.

1. **Community Involvement and outreach** – The sub Appalachian region of north Georgia, east Tennessee and western North Carolina have experienced a rapid increase in population over the past three years and this trend is expected to continue for the near future. Engaging with the surrounding communities on how we can best serve the public and meet, the increasingly diverse recreational needs of the surrounding user base will be an exciting challenge for this position.
2. **Public lands management** – While this position is focused on recreation management other opportunities exist elsewhere in other program areas on the district. Managing public lands requires an all hands approach. Integration with other resource areas such as wildlife, botany, hydrology, timber, silviculture, roads and engineering are all essential to accomplishing our management objectives. The intern will be provided ample time and opportunity to engage with other program areas.
3. **Skills Development** – We want to provide the applicant with the tools they need to succeed in reaching their own career goals. This will be accomplished through a combination of mentorship, on the job training and certifications.

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

- Working alongside lead Recreation Technicians to ensure developed and non-developed recreation sites are up to standard.
- Maintains recreation facilities such as toilets, road closure gates, hand pumps, water systems, picnic tables, fire rings, barriers, dumpsters, and other miscellaneous structures.
- Inspects recreation areas, areas of concentrated public use, and special use permits for compliance with the permit and the management plans, public health, and safety. Performs safety hazard analyses of public recreation use areas and takes or recommends corrective action.
- Schedules daily activities, establishes maintenance schedules, and inspects cleanup operations based on recreation operation and maintenance plans.
- Maintains and cleans developed sites, roadsides, and backcountry-dispersed sites.
- Makes repairs to damaged facilities and assesses hazard risks.
- When necessary, maintains and assists in the renovation of rental cabins. Reports on conditions and use of sites and areas. Serves as inspector for recreation area cleanup and maintenance contracts.
- Maintains contact with and provides support to Campground Host(s).
- Oversees the construction and maintenance of trails. Monitors the condition and use of trails.

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

- Coordinating outreach programs in the local community.
- Trail maintenance (including NRM – National Resource Management access, our database system for managing trails).
- 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:**

### **Service Site**

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Comply with all Partner Organizations safety policies and procedures.
- Operating with a safety-first mentality.
- Ability to work in arduous, uneven terrain while performing physically demanding work.
- Willingness to work closely with others in a team setting.
- Lack of hesitation when it comes to asking questions.
- Computer/mobile device familiarity.
- A commitment to the goals of the USDA Forest Service.
- Able to endure strenuous and repetitive physical activity involving lifting up to 50 lbs.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.)
- Travel and attend meetings in various parts of the region.
- Communicate and interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the public.

### **AmeriCorps**

- 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.
- Attend virtual MAI Orientation (March 7-11) and Intern trainings.
- 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.
- **COVID-19 Policy - Selected applicants will be required to follow the policies at their service site including any changes that are implemented throughout the course of the program. These policies may include vaccination or regular testing mandates (federal sites), masking/social distancing mandates, remote/virtual work, altered field duties and other restrictions determined necessary to keep site staff, partners and the public safe. Accepting a position means accepting the current requirements and any updates to those requirements while you are enrolled in the program.**

## **PREFERRED QUALIFICATIONS:**

- Chainsaw qualification.
- Basic first aid/CPR.
- Some familiarity with GIS and mapping programs.
- Leadership and mentorship experience.
- Ability to work well with others.

- Interest in stewardship/management of public lands.

### **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.
- \$16,875 living allowance paid over the 10 ½ -month term of service (\$375 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.
- Potential certifications include first aid/CPR, wildland fire suppression, public water systems, RHOVA (Recreational Off-Highway Vehicle Association), and chainsaws.

### **HOUSING:**

- A \$500/month housing stipend provided by service site.
- No housing provided by service site. Below are some tips for finding rentals.
  - Facebook Marketplace in Greeneville, TN tends to list a couple of single rooms for rent.
  - Otherwise there are a couple of property management companies in Greeneville:
    - Preferred Properties of East TN (423) 783-0051 <https://www.preferredpropertiestn.com/>
    - Century 21 has rentals under Brian McAmis (423) 747-6833 <http://brianmcamis.com/rental-properties> and
    - Parrish Properties (423) 798-0164 <https://www.greenevillrentals.com/>

### **TRANSPORTATION INFORMATION:**

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

### **OTHER CONSIDERATIONS:**

- The weather in Greeneville includes four distinct seasons. It can range from cold (below freezing temperatures for days at a time) to quite warm (90's but rarely above). We see about 2-3 snowfalls in the winter. It can be very wet in the spring to early summer and dry during late summer and fall.
- There are a lot of creeks and streams, along with 2 white water rivers so fishing and boating are popular pastimes along with hiking to waterfalls.
- The community has all the basic amenities; doctor's offices, urgent care, an ER hospital, 8 grocery stores, Walmart, a small strip mall with clothing and craft stores, a large variety of restaurants, 2 movie theatres. Within 1 hour driving time is Johnson City, TN and Asheville, NC.
- The Andrew Johnson National Historic Site is located in downtown Greeneville and includes his home.
- The Unaka Ranger District is about an hour and half from the Great Smokies National Park.

### **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.

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**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](#)”
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>.

**QUESTIONS? CONTACT:**

**Katie Schmidt**

Recruitment Coordinator | 503-504-5994

[katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org) | [mtadamsinstitute.org](http://mtadamsinstitute.org)

