

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Integrated Resources Technician

**PARTNER ORGANIZATION:** Siuslaw National Forest

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

**PROJECT LOCATION:** Hebo Ranger District 31525 Highway 22, Hebo, OR 97122

**SERVICE DATES:** February 7, 2022 to December 16, 2022 (1700-hour position)



**for the greatest good**



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Siuslaw National Forest will sponsor a VetsWork AmeriCorps Intern to serve as an Integrated Resources Technician. This position will assist in the management of the Siuslaw National Forest's efforts to connect people to their national forests by collaborating with professional natural resources management staff. The intern will plan and implement forest restoration and recreation improvement projects and will coordinate work and education experiences for local students. The intern will also assist with the backlog of annual and deferred maintenance of recreation facilities including activities like building or painting sign boards, cleaning campsites, installing fire rings or picnic tables, mowing grass, trimming vegetation, and maintaining trails.

From forest floor to ocean shore the Siuslaw National Forest stretches from the lush forests of the coastal mountains to the unique Oregon Dunes and the beaches of the Pacific Ocean. The Forest sits within the Oregon Coast Range, a mountain range that runs north to south from the Columbia River to north central California. The Siuslaw National Forest is bordered on the east by the Willamette Valley and the west by the Pacific Ocean and is one of only two national forests located in the lower 48 states to claim oceanfront property. Mary's Peak, the highest peak in the Coast Range at elevation 4,097, is a prominent view west of Corvallis. The Siuslaw National Forest is a very diverse and productive region extending from Tillamook to Coos Bay along the Oregon coast.

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

- Clean and maintain public vault toilets in developed recreation areas.
- Clean up litter left by forest visitors, including dump sites.
- Conduct surveys, monitoring, and treatment of non-native invasive plant species.
- Serve as the Northwest Youth Corps liaison for a 10-person youth crew for an 8-week period during the summer
- Mow and use weed removal equipment, use hand and power equipment (such as shovels, rakes, Pulaski, chainsaws, and mowers), along forest recreation area roads, campgrounds, boat ramps, trails, and trailheads.
- Assist resource professionals with field projects in wildlife, botany, fisheries, recreation, fire, engineering, and timber.
- 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.
- Must be able to use professional office software (e.g., Microsoft Word, Excel, Outlook).
- Experience and/or willingness to learn to work with tools and equipment safely.

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- Can safely operate a motor vehicle and the willingness to learn to drive an ATV.
- Interest in creating and implementing work schedules for youth crews and an integrated resources crew.
- Ability to communicate effectively with leadership, work crews, and student trainees.
- Ability and willingness to serve outdoors on rugged terrain, in potentially inclement weather, enduring strenuous and repetitive physical activity. Must be able to lift up to 50 lbs. Appropriate footwear is required.
- Willingness to apply herbicides, operate small engine tools (chainsaw, brush cutter, etc.), and hand tools.
- Ability to work independently and take the lead on the development of individual learning goals, project goals, measurable outcomes, timelines and reporting.
- Must interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the general public.
- The desire and ability to work with students or young people with a wide variety of backgrounds.
- Ability to drive a 4-wheel drive vehicle and possibly an all-terrain vehicle.

### **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 (February 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:**

- Experience supervising work crews.
- Experience with students and/or trainees.
- Interest or experience in natural resources management (e.g., forestry, fisheries, fire, wildlife, recreation).

### **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.
- Safety trainings needed for all activities.

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- Trainings necessary to complete all projects and any required certifications. These are funded and provided as paid, on the job training.
- Travel and training costs for trainings conducted off-site.
- Mentoring and training from an experienced team of natural resources management professionals.

#### **HOUSING:**

- A \$500/month housing stipend provided by service site.
- Low-cost housing for intern is available through service site.
- Shared bunkhouse available with cooking, laundry, and wireless internet. No pets allowed.
- There are very limited rentals in the nearby communities of Lincoln City, Pacific City, and Tillamook.

#### **TRANSPORTATION INFORMATION:**

- Agency/Organization vehicles are available for work-related travel.
- Intern is responsible for travel to and from duty station.
- There is public transportation servicing the Highway 101 corridor between Lincoln City and Tillamook, OR.

#### **OTHER CONSIDERATIONS:**

- Hebo is a very small, rural community that has its history in dairy farming, timber, and salmon fishing. All of this still exists today, but at a smaller scale.
- Hebo is 10-20 minutes from the Pacific Ocean and the world-renowned Cascade Head Scenic Area. Tillamook County is known for its dairies and local cheese (Tillamook Cheese is made here!).
- This is the recreation stop for urbanites in Portland and the Highway 101 corridor accesses the entire west coast. Although the community is small and rural, outdoor recreation opportunities are limited only by your imagination!
- It rains a lot in the winter, but not as much in the summer. It is rural here with minimal services, but there are two full-service communities within 30 minutes driving (Lincoln City, Tillamook).

#### **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](#)”
- 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)

