

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Integrated Resource Technician

**PARTNER ORGANIZATION:** George Washington and Jefferson National Forests

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

**PROJECT LOCATION:** Clinch Ranger District, 1700 Park Ave. SW, Norton, VA 24273

**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 George Washington and Jefferson National Forests will sponsor a VetsWork AmeriCorps intern to serve as an Integrated Resource Technician. This multifaceted position is located on the Clinch Ranger District and offers the unique opportunity to work closely with both the Recreation Program and the Wildlife/Plants Program to gain practical experience in natural resource and public lands management. The contributions of this position will be essential to the Clinch Ranger District's ability to implement the [Forest Plan](#) and provide our community with access to a sustainable recreation program. The primary goals of this position are to support and expand natural resource monitoring, recreation site operations and maintenance, and habitat restoration. The Integrated Resource Technician's day-to-day activities will vary throughout the internship and include opportunities to assist other program areas.

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

- Facilitate wildlife and pollinator habitat restoration projects.
- Perform recreation site and trail condition evaluations.
- Assist with rare plant monitoring, wildlife surveying, and water quality sampling activities.
- Support [Great American Outdoors Act](#) projects.
- Contribute to successful implementation of established operation and maintenance plans.
- Conduct non-native invasive plant inventories using a standardized protocol.
- Aid in supporting the US Forest Service Southern Research Station with ongoing priority species initiatives.
- Develop new safety and wellness trainings and activities for the District.
- Assist with coordination and implementation of volunteer projects.
- Contact local veteran organizations to communicate volunteer opportunities on the District.
- 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.
- Communicates and interacts in a positive and professional manner with US Forest Service staff, project partners, volunteers, and the public.
- Demonstrates self-motivation, attention to detail, and willingness to learn.
- Possesses a strong interest in developing individual learning goals and project goals with measurable outcomes.

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

- Adaptable and collaborative while working as part of a team or independently.
- Serves outdoors, occasionally in inclement weather and at times lifting up to 40 lbs.
- Applies herbicide and operates chainsaws and brush cutters.
- Occasionally serves on weekends and holidays.
- Proficiently uses Microsoft Office programs.

### 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.
- **Must be fully vaccinated** against Covid-19 with the ability to provide documentation or have an approved medical or religious exemption prior to the start of the position. *Exemption forms can be found on our [website](#) and once submitted, they must go through a review and determination process before being approved.*
- **Must follow all Covid-19 policies** at the service site including any changes that are implemented throughout the course of the program. Policies may include masking/social distancing, 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 enrolled in the program.

### PREFERRED QUALIFICATIONS:

- Avid interest in natural resource conservation and/or environmental stewardship.
- Ability to use maps and a compass for navigation and data collection.
- Familiarity with GIS or interest in learning.
- Ability to compile, organize, and maintain meticulous records.
- Practical experience with natural resource management.
- Ability to use landscaping equipment (lawn mowers, backpack blowers, etc.).

### 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).
- \$6,495 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.

### HOUSING:

- A \$500/month housing stipend provided by service site.

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

- Low-cost housing for intern may be available through service site. Dependent on availability.
- Other rental options are available in Wise County and the surrounding area, and rental rates are typically less than the national average.

**TRANSPORTATION INFORMATION:**

- Agency 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 Clinch Ranger District encompasses approximately 93,000 acres of the Cumberland Mountains section of the Appalachian Plateau in southwest Virginia, spanning four counties in Virginia and a small portion of two counties in Kentucky. The area is characterized by mountainous terrain with elevations of up to 4200 feet and deep valleys, numerous streams and rivers, high biodiversity, and Virginia’s highest average annual snowfall.

**DIVERSITY, EQUITY AND INCLUSION:**

MAI and the USDA Forest Service (USFS) 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 and USFS is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI and USFS 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 (someone who has supervised you; 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)

