Mt. Adams Institute strengthens the connection between people and the natural world through education, service learning, career development and research.
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.
- Demonstrates independence, motivation, and resourcefulness.
- Demonstrates the ability to work effectively within a team.
- Experience with intercultural communication.
- Ability to drive large vehicles such as 15-passenger vans and four-wheel drive trucks.
- Ability and willingness to serve outdoors in inclement weather, to endure strenuous and repetitive physical activity, and to lift up to 40 lbs.
- Communicate and interact in a positive, professional manner with various populations, such as project partners, staff, stakeholders, volunteers, youth and the general public.
- Desire to promote environmental stewardship to underserved communities.

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:
- Experience with map-reading, orienteering, and backcountry travel.
- Background with demonstrated leadership skills, such as a Team Leader in the Army or Marine Corps.
- Demonstrated passion for the outdoors, outdoor recreation, and public access.
- Experience with hands-on maintenance, such as plumbing or electrical work.
- Experience using hand tools and equipment.

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.
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- $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.
- Gain certifications and trainings that increase the Intern’s value to the team, i.e. chainsaw, crosscut saw certification and S-130/190 Introduction to Wildland Fire
- Gain a technical understanding of developed recreation operations and maintenance, i.e. water system maintenance, mowing.
- Gain a technical understanding of dispersed recreation operations and maintenance, i.e. trail building and repair and backcountry patrolling.
- Gain a strategic understanding of recreation program management in the Forest Service, especially considering lowered budgets and staffing levels.
- PPE including but not limited to helmet, gloves, glasses, chainsaw chaps.

HOUSING:
- A $500/month housing stipend provided by service site.
- Housing for intern is available through service site.
  - The house is a one-story ranch in the middle of the National Recreation Area, along the scenic Fairwood Valley Road, with Fox Creek running through the backyard.
  - The house has four bedrooms, each with two beds. Potential to share with a roommate.
  - Rooms are furnished, pets are not allowed, laundry is available on-site, individual AC units are provided, and it is a 15-minute drive to the Intern’s duty station.

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:
- Weather can be unpredictable in southwest Virginia, but, generally, because the housing is located at 3500’, average temperatures there are 10 degrees cooler at any given time. The housing option is 30-40 minutes to the full-service communities of Marion and Abingdon. The location is rural.

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 (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.macslist.org/articles/cover-letters

QUESTIONS? CONTACT:
Katie Schmidt
Recruitment Coordinator | 503-504-5994
katie@mtadamsinstitute.org | mtadamsinstitute.org

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