

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Wildlife Technician

PARTNER ORGANIZATION: Huron-Manistee National Forests

WEBSITE: fs.usda.gov/hmnf

PROJECT LOCATION: Baldwin/White Cloud Ranger District, 650 N. Michigan Avenue, Baldwin, MI 49304

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 Huron-Manistee National Forests will sponsor a VetsWork AmeriCorps intern to serve as a Wildlife Technician. The intern will work with the wildlife team to layout and implement management treatments to restore savannas, maintain wildlife openings, and enhance young forests. Over the last century, these habitat types have declined due to extensive reforestation, suppression of wildfire, increases in human development, and natural succession. By restoring these habitats, the wildlife intern will help recover populations of rare plants and animals. The intern will also help conduct surveys to monitor wildlife species and assess the effectiveness of different management treatments. The collected data will be used to develop management plans and conservation measures. Opportunities to learn about multiple use management are available by assisting with recreation and timber program activities. This is a primarily field-based position with exposure to all types of weather and terrain.

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

- Collaborate with partner organizations to help plan and implement habitat restoration and species monitoring projects.
- Mark treatment area boundaries and follow prescriptions to select trees to cut, trees to reserve, designate slash pile locations, and designate access routes.
- Work with partner organizations to help administer contract activities.
- Install barrier posts, cedar fencing, gates, and signs to protect sensitive habitat from human use.
- Conduct surveys to inventory wildlife species and assess the effectiveness of different management treatments.
- Complete detailed field reports and enter data into various databases.
- Identify management concerns for use in developing management plans.
- Cut and pile trees and shrubs to restore open conditions.
- Implement timber sales by laying out sales and marking trees.
- Support Timber crew with timber cruises and sample surveys to develop sale plans.
- Support recreation staff to clear trails of woody debris using hand tools and obliterate trails to reduce erosion in sensitive areas.
- 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.
- Desire to promote environmental stewardship.
- Demonstrates independence, motivation and resourcefulness.

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

- Ability to drive a large vehicle such as a four-wheel drive truck.
- Ability and willingness to serve outdoors, in inclement weather and lift up to 40 lbs.
- Willingness to operate small engine tools (chainsaw, brush cutter, etc.)
- Able to take the lead on development of individual learning goals, project goals, measurable outcomes, timelines and reporting.
- 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.
- **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:

- Education or experience in natural resources management.
- Ability to identify wildlife and plant species native to Michigan.
- Ability to conduct routine biological field studies including 1) using simple scientific instruments and equipment such as thermometers, GPS unit, traps, or barometers, and 2) collecting and entering data
- Good oral and written communication skills.
- Familiarity with Microsoft word and excel.
- Familiarity with map and compass use.
- Ability to drive safely and/or safely use simple hand and/or power tools.

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

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- Professional development, trainings and networking opportunities.

HOUSING:

- Free housing for intern is available through service site.
 - a. A furnished modular home is located at the Baldwin/White Cloud Ranger Station.
 - b. The home includes a washer and dryer, a deck, an air conditioner, and is within walking distance of restaurants, gas stations, and a grocery store.
 - c. No pets are allowed.
 - d. It is possible you will share a room.

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:

- Baldwin is primarily a tourist town with much of its economy based around the summer months. It is surrounded by many lakes and rivers as well as the Manistee National Forest. Vacationers come to camp, canoe, fish, and hunt.

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.macslis.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 503-504-5994

katie@mtadamsinstitute.org | mtadamsinstitute.org

