

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Trails Project Coordinator

**PARTNER ORGANIZATION:** Malheur National Forest

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

**PROJECT LOCATION:** Prairie City Ranger District, 327 SW Front St, Prairie City, OR 97869

**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 Malheur National Forest will sponsor a VetsWork AmeriCorps intern to serve as a Trails Project Coordinator. The position will be responsible for the guidance, direction and coordinator of trail work. The intern will work with ~ four other staff to maintain the 250+ miles of multiple use trails in the North Zone of the forest. This includes wilderness areas, Wild & Scenic River corridors, mountain bike areas and motorized use areas. All of these trails require various degrees of logout, brush-out, and tread repair every year. This position assures that trail systems are maintained to Forest Service standards and are safe and accessible to visitors. This is a primarily field-based position with occasional office work. The position requires overnight trips in remote locations with exposure to all types of weather and terrain.

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

- Oversee trail development & contract trail construction of the 26-mile Magone Bike Trail Network.
- Replace or repair trail bridges.
- Rehabilitate trails in fire scar areas.
- Recover lost trail segments to serve as part of the Blue Mountains (thru-hiker) Trail.
- Construct numerous short trail segments that have planning complete but await implementation.
- Reroute short trail sections experiencing severe gulley erosion.
- Collect condition data on directional signage within trail networks and on roads to trailheads.
- Replace or repair existing directional signage.
- Install new trailhead billboards and signage funded by the Great American Outdoors Act.
- Develop and implement a new trail register system.
- 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.
- Understanding of (or willingness to learn about) recreational trail construction & maintenance.
- Ability to hike multiple miles per day with a pack and trail tools, and participate in multi-day hitches.
- Assignments will require physical labor including bending, climbing, crawling, sitting, kneeling, lifting up to 35 pounds, wearing a heavy backpack, pulling, pushing, reaching, standing, stooping, walking in rough terrain, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.
- Willingness to lead work teams and engage the visiting public with a high level of professionalism.
- Regular and reliable attendance and dependability.
- Comfortable working with all age groups and abilities.

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

- Willing to carry out tasks safely and respond to situations as they arise with minimal supervision.
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities and instructions.
- Demonstrate integrity and ethical behavior, a cooperative manner, and the ability to serve as part of a diverse team.

### 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.
- **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:

- Familiarity with trail tools, including tread tools, crosscut saws, chainsaws, pole saws, and rigging equipment.
- Familiarity with Microsoft Office software (Word, Excel, Outlook).
- Experience with field data collection, including mobile/tablet use.
- Working knowledge of ArcGIS.

### 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.
- Low cost housing for intern is available through service site.
  - a. This is shared government housing. Be aware that this type of housing is inexpensive and adequate, but does not allow for pets, families, alcohol, smoking, or other constraints.

- The housing stipend could instead be used to acquire housing in the local community. Housing is limited, but some seasonal housing may be available.

#### **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 recreation program will provide camping gear, safety equipment, a radio and inReach device, and all necessary tools.
- Field work is undertaken throughout all seasons. Interns should have proper gear for the changing seasonal weather and proper footwear for working in the field on trails and in the forest. Good hiking or work boots are required.
- This position is subject to all USFS policies including, but not limited to, those provided in the Employee Handbook and Safety Policies.
- The communities are friendly, small, and rural. It takes ~75 minutes to drive to bigger towns (Burns, Baker City) and ~3 hours to larger cities (Bend, Boise).

#### **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 (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)

