

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Condition Assessment Surveyor

**PARTNER ORGANIZATION:** Pacific Northwest Regional Office/Okanogan-Wenatchee National Forest

**WEBSITE:** [fs.usda.gov/r6](https://fs.usda.gov/r6)

**PROJECT LOCATION:** 2108 Entiat Way, Entiat, WA 98822

**SERVICE DATES:** February 7, 2022 to December 16, 2023 (1700-hour position)



for the greatest good



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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), Region 6 National Forests (Oregon & Washington) will sponsor a team of VetsWork AmeriCorps Interns to serve as Condition Assessment Surveyors. A team of **3-6** VetsWork Interns will collect information at recreation sites to improve visitor access, evaluate the condition of existing facilities, and develop plans to improve recreation access for people with disabilities. This team will be trained together, prior to going to their sites, on fieldwork, data recording, site inventories, planning and accessible features. During their term, Interns may travel within the Pacific Northwest to support other Interns at their sites.

The Okanogan-Wenatchee National Forest encompasses more than 3.8-million acres in Washington State and stretches north to south from the Canadian border to the Goat Rocks Wilderness - a distance of about 180 miles. The Forest lies east of the Cascade Crest, which defines its western boundary. The eastern edge of the Forest extends into the Okanogan highlands west of the Okanogan River, then south along the Columbia River, and then to the Yakima River valley. Because of this wide geographic range, the forest is very diverse - from the high, glaciated alpine peaks along the Cascade Crest and the numerous mountain ranges extending eastward from the crest, through deep, lush valleys of old growth forest, to the dry and rugged shrub-steppe country at its eastern edge. Elevations range from below 1,000 ft. to over 9,000 ft.

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

- Collect infrastructure condition data at developed and dispersed recreation sites (campgrounds, trailheads, boat launches, etc.), historic and or special designation sites, and administrative sites around the National Forest.
- Input and revise recreation, historic and other data in corporate databases.
- Use data system NRM/INFRA for the forest(s) and regularly attend virtual training on how to utilize the system for multiple applications.
- Identify achievable projects to improve accessibility, decrease or eliminate deferred maintenance, and identify areas (where possible) to coordinate with adjacent landowners or partners.
- Photograph/video sites that will be provided to Recreation.gov to establish a baseline for visitor understanding.
- Collect and develop information about recreation sites to share publicly.
- Duties will be performed both in field setting for condition assessments with office assignments to record data into an online computer system.
- Interns will train conservation corps crews to complete maintenance and light construction projects on recreation sites and administrative facilities.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, training sessions 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:**

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

## 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 comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
- Ability to attend virtual orientation, regular online team meetings and a week-long virtual mid-term training.
- Ability to communicate effectively orally and in writing.
- Ability to take measurements and recordings and document information accurately.
- Comfortable talking with the public.
- Ability to travel to remote forested areas.
- Ability to serve with others or alone.
- Ability to use and/or learn to use: data recorders, handheld radios, computer tablet, GPS, maps, hand tools and power tools
- Physical activity that involves walking, lifting and climbing over rough terrain with exposure to weather elements.

## 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:

- ArcGIS skills desired but not required.
- General understanding of maintenance.
- Ability to navigate and read maps.
- A desire and ability to become proficient in data analysis, data analytics and databases.

## 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 \$425/month housing stipend provided by service site.
- Low-cost housing for intern is available through service site.
  - Interns are responsible for bunkhouse fees, which are \$4.49 per day or about \$137 per month.
  - People should have their own room in the bunkhouse, and there is a shared kitchen and community space. There is no AC, so it can get hot in the summer.
  - There is no internet or cell signal at the bunkhouse.

#### **TRANSPORTATION INFORMATION:**

- Agency/Organization vehicles are available for service-related travel.
- Intern may travel within the Pacific Northwest to support other Interns at their sites.
- Intern is responsible for travel to and from duty station.
- There is a very well run public transportation system that leaves from Entiat, with an infrequent stop near the bunkhouse. Due to the bus, interns could manage without personal vehicles but would need to plan appropriately.
- The roads are quite bike friendly.

#### **OTHER CONSIDERATIONS:**

- The bunkhouse is 10 miles from Entiat, WA, a small community with a small grocery store, fruit stands in summer, a gas station, and a branch of a larger regional library system.
- The nearest large town is Wenatchee, approximately 30 miles away.
- Interns should be comfortable living without wifi and cell service, and needing to drive somewhat far for supplies.
- The community is a very welcoming and friendly place. Many local residents have lived there for a long time over multiple generations.
- Summer can be hot with many days in the 90's and sometimes 100's. Winter is snowy, but relatively mild.

#### **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.

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#### **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)

