

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Recreation Technician

PARTNER ORGANIZATION: Tongass National Forest

WEBSITE: fs.usda.gov/tongass/

PROJECT LOCATION: 8510 Mendenhall Loop Road, Juneau, AK 99801

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 Tongass National Forest will sponsor a VetsWork AmeriCorps Intern to serve as a Recreation Technician. The intern will support all facets of a year-round recreation program. This is a field going position. The work will primarily involve assisting in weekly replenishment of recreation areas, servicing and maintaining remote cabin sites, and informing guests in recreation areas of rules and regulations. Most of the work will be performed outside under all weather conditions and could possibly involve weekend work and holidays. Recreation area maintenance is very rewarding work as clean and safe recreation areas provide opportunities for visitors to explore the Tongass National Forest's natural resources in a beautiful setting. Recreation maintenance is also labor intensive as the facilities are highly used and in need of regular repair. The Intern will perform these basic recreation and facilities maintenance duties and will receive training pertinent to Recreation Management.

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

- Inform the public on the recreation rules and answer guest questions.
- Restock and replenish campground facilities.
- General campground maintenance such as removing campfire ash and grass cutting.
- Flying, boating, or hiking with remote cabin maintenance team to remote cabin locations and performing annual maintenance such as chinking logs, staining exterior logs, and basic carpentry repair.
- Support different departments throughout the district to experience different professional disciplines.
- Support trail restoration projects as they arise.
- Opportunities to take wildland fire introductory classes.
- Receive and pass safety classes on watercraft, aviation and bear firearm safety.
- 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.
- A commitment to maintain a safe and inclusive workplace.
- Ability to lift 50 lbs and hike 3 miles with 50 lb. pack.
- Stay overnight at remote cabin locations.
- Fly on small fixed wing float planes.
- Ride landing craft vessels two hours to remote destinations.
- Participate in a team environment.

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

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:

- Ability to use basic power tools such as jig, circular saw, and drill.
- Ability to use hand tools such as shovel, hammer, and pliers.
- Able to endure arduous work in the field.
- Great customer service skills.

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.
- Government driver license.
- Potential to obtain wildland fire red card.
- First Aid CPR certification.

HOUSING:

- Free housing for intern is available through service site.
- Intern will reside in a modern apartment dwelling referred to as a "bunkhouse" by the Forest Service. The apartment is fully furnished with free Wi-Fi and laundry.

TRANSPORTATION INFORMATION:

- Airfare is provided at the start of our program; from Intern's location to the Service Site (up to \$700)
- Upon successful completion of the program, airfare is provided from Service Site to Intern's home (up to \$700).
- Public transportation connects service site and bunkhouse to nearby amenities and downtown Juneau. Personal vehicle is not necessary.
- Intern is responsible for travel to and from duty station.
- Agency/Organization vehicles are available for work-related travel.

OTHER CONSIDERATIONS:

- Although it is a capital city, Juneau has a small town atmosphere where everyone is very friendly.
- Juneau is in a beautiful temperate rainforest where summer temperatures range from 55 to 68 degrees.

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

