

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Recreation Technician

PARTNER ORGANIZATION: Tongass National Forest

WEBSITE: fs.usda.gov/visit/destination/misty-fjords-national-monument

PROJECT LOCATION: Ketchikan Misty Fjords Ranger District, 3031 Tongass Ave, Ketchikan, Alaska 99901

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 the Ketchikan-Misty Fjords Ranger District Developed Recreation Program. This role will assist with the maintenance and cleaning of recreation sites focusing on the Ward Lake area. This is the “backyard” of Ketchikan and is an off-the-road system. There are three campgrounds, three day use shelters, a day use picnic area, and multiple trails. This multiuse area is highly used year-round for day hikes, school events, and special events such as weddings, graduation parties, and birthday celebrations. The Intern will also be assisting our Cabin Program Lead with maintenance of our recreation cabins. Roof repair, painting, and other maintenance tasks will be conducted on various cabins. These cabins are remote and accessed by float plane or boat. Also, trail maintenance is an ongoing project on the District that will include simple trail repairs to trail reconstruction to brushing. This position will include a lot of project variety which will make for a great resume-building experience. There will be opportunities for independent and team projects.

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

- General cleaning that will include trash removal and cleaning outhouses.
- Cleaning campsites and day use areas to include; sweeping floors, cleaning out fire pits and fireplaces, and picking up litter.
- Minor trail maintenance, brushing and logging, and clearing culverts.
- Assist trails program lead with replacing boardwalk and spreading gravel.
- Assisting cabin program to perform maintenance, brushing, and firewood stocking.
- Carpentry work - create routed signs and installation. Building and repairing picnic tables.
- 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.
- Ability to lift 50 lbs and hike 5 miles with 50 lb. pack.
- Stay overnight at remote cabin locations.
- Fly on small fixed wing float planes.
- Ride small watercraft several hours to remote destinations.
- Participate in a team environment.
- Receive and pass safety classes on watercraft, aviation and bear safety.
- Attend training week. This will prepare candidate for different issues that might arise out in the field.

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

- Interact with the staff and the public in a professional manner. Promptly bring any issues to the supervisor.
- Willing to carry out tasks 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.
- Regular and reliable attendance and dependability.
- 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 Microsoft Office software (Word, Excel, Outlook email and calendar).
- Ability to use basic power tools such as jig, circular saw, and drill.
- Ability to use hand tools such as shovel, pulaski, and pliers.
- Able to endure arduous work afield.
- Great customer service skills.
- Be flexible and independent.

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.
- Provide all necessary PPE
- Opportunity for Federal Driver's license and additions

HOUSING:

- Housing is provided by Service Site. Intern will reside in a dormitory style bunkhouse with shared common spaces. The bunkhouse is fully furnished with free laundry. Intern may share a room depending on the COVID situation. No pets or family allowed. Bunkhouse is located next door to the office. Mail should be delivered to the office.

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).
- Intern is responsible for travel to and from duty station.
- Public transportation connects service site and bunkhouse to nearby amenities and downtown Ketchikan. Personal vehicle is not necessary. Two grocery stores are within a 10 minute walk of the bunkhouse. Multiple cab companies provide transport services in town.
- Agency vehicles are available for work-related travel.

OTHER CONSIDERATIONS:

- There are no roads that lead into Ketchikan, arrivals are only by boat or plane. Visit visit-ketchikan.com/ & ktn-ak.us/about-us for additional information.
- Ketchikan is located within a temperate rainforest of Southeast Alaska. About 180 inches of rain falls each year. Work is done in all kinds of weather. Good quality rain gear is essential.
- Groceries and other supply costs are high as all items are barged into Ketchikan. There are times when the stores are out of items.
- Intern must be willing to work in bear habitat. Ward Lake Recreation Area / Ketchikan is home to black bears, and they will be seen throughout the season. Remote cabin and trail locations could be located within brown bear habitat. The Intern will be working with a certified firearms bearer. Candidate will be given bear training.

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

