

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Volunteer and Partnership Coordinator

PARTNER ORGANIZATION: Umpqua National Forest

WEBSITE: fs.usda.gov/umpqua

PROJECT LOCATION: 2020 Toketee Ranger Station Rd., Idleyld Park, OR 97447

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 Umpqua National Forest will sponsor a VetsWork AmeriCorps intern to assist with all aspects of the North Umpqua/Diamond Lake (NUDL) zone recreation program, including developed campgrounds, wilderness and trails, and interpretation. The intern will work alongside Forest recreation personnel to gain an understanding of the work necessary to keep recreational facilities safe and enjoyable for the public. The intern will recruit and support volunteers to complete various recreation projects on the Forest. They will also work on establishing new volunteer recruitment strategies to increase volunteer numbers and retention, including learning how to plan a successful volunteer project that not only accomplishes a Forest Service goal, but also provides a meaningful experience for volunteers.

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

- Perform routine maintenance at campgrounds and other recreational facilities.
- Maintain trails throughout the Forest.
- Monitor and report recreation use activities.
- Develop relationships with local groups to increase stewardship and volunteerism.
- Recruit volunteers to support stewardship projects on the Forest.
- Responsible for tracking volunteer data including hours and reimbursement.
- Compile volunteer statistics for year-end reporting.
- 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 and willingness to serve outdoors in all conditions and perform duties such as cleaning up litter, removing excess vegetation, and cleaning public restrooms.
- Must possess physical ability to perform sometimes strenuous and repetitive activity, including but not limited to use of hand/power tools, lifting up to 50lbs, hiking several miles, ect...
- Demonstrate problem-solving skills and exercise good judgment in difficult situations.
- Ability to work independently and with a high degree of self-motivation.
- Be able to communicate and interact in a positive, professional manner with a diverse group of staff and the public both orally and in writing.
- Meet other requirements of federal employee (eg. background check)

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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:

- Experience in safe use of hand, power tools, or chainsaws (farming, gardening, landscaping, carpentry, construction, etc.).
- Proficiency with Microsoft Office, Word and Excel.
- Experience using Social Media as an outreach tool.
- Easily engages with the public and collaborates with co-workers.
- Understanding of recreation use on Public Lands.
- Experience with volunteer recruitment strategies.

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.
 - Housing has no WIFI, but there is good cell phone service. There are shared laundry facilities, and the housing is a 5-minute walk from the duty station.

TRANSPORTATION INFORMATION:

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- 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. Duty Station is in a remote location approximately 60 miles from the nearest full service town of Roseburg, OR.

OTHER CONSIDERATIONS:

- Toketee Lake is a remote duty location approximately 60 miles from the nearest full-service town of Roseburg, OR. There are no services (gas, groceries, schools, banks, etc.) - only government housing and the Ranger Station at Toketee. The intern must have reliable transportation to be able to travel to town for groceries and other personal supplies periodically.
- Roseburg is a full-service community, with a population of 23,500 people within the city limits and a total population of 50,000 to 60,000 within a 20-mile service area. It is located 70 miles south of Eugene, OR on Interstate 5. The city is near the confluence of the South Umpqua and North Umpqua rivers, at an elevation of 465 feet. Roseburg is the county seat for Douglas County.
- Roseburg has a moderate climate with four distinct seasons. Average temperature in summer is 66 °F with highs to 100 °F, while average temperature in winter is 44 °F with occasional frost, but very little snow during December, January and February. The average annual precipitation is 35".

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

