

# **PUBLIC LANDS STEWARDS**

## **AMERICORPS POSITION DESCRIPTION**



**POSITION TITLE:** Interpretive Education Coordinator

**PARTNER ORGANIZATION:** Mt. Hood National Forest

**WEBSITE:** [www.fs.usda.gov/main/mthood](http://www.fs.usda.gov/main/mthood)

**PROJECT LOCATION:** 70220 E Highway 26, Zigzag, OR 97049

**SERVICE DATES:** May 2, 2022 to October 21, 2022 (940-hour position)

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**POSITION SUMMARY:** In partnership with Mt. Adams Institute (MAI), the intern will spend the season on the Mt. Hood National Forest. Providing interpretive education programs to a variety of audiences or school groups is the main focus of this position. The intern will spend 80% of their time planning and conducting tours at Timberline Lodge. The remainder of their time will include: coordinating and training volunteers to assist with programming, educational visits at Kiwanis camp, and implementing environmental education programs at Timothy Lake. Maintaining working relationships with partnering organizations will also be a part of this position. This position is perfect for a person who has a passion for the outdoors and who is comfortable with public speaking.

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

- Develops and presents a variety of interpretive programs including talks, tours, and other demonstrations to the public and school groups.
- Plan, design, develop, and improve interpretive/environmental education materials, such as brochures, guidebooks, handouts, curriculum and exhibits.
- Assists in the coordination of interpretive education volunteers including training and scheduling.
- Inventories and maintains stock of environmental education materials, equipment, and supplies.
- Provides guidance to the public on area, recreation, and regulatory information.
- Drafts a variety of written materials that include news releases, articles, correspondence, and event fliers. These materials are designed to increase understanding of the Forest Service mission, encourage attendance at or assistance with a special event, explain the practices, goals and objectives of the visitor center, and/or related issues.
- Assists with issuing special permits for wildlife/natural resource dependent recreational activities or other appropriate and compatible special events or activities.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation and trainings.
- 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 – MT. HOOD NATIONAL FOREST**

- Desire to promote environmental and cultural stewardship, including to underserved communities.
- Experience with public speaking or speaking in front of groups.
- Demonstrate independence, motivation, initiative, and resourcefulness.
- Communicate and interact in a positive, professional manner with various populations.
- A commitment to the goals of the U.S. Forest Service.
- Maintain regular and reliable attendance.
- Serve occasional evenings and weekends.
- Must have a valid driver's license, clean driving record and ability to provide documentation.

- Comply with all Partner Organization safety policies and procedures.

#### **MT. ADAMS INSTITUTE/AMERICORPS**

- 21-30 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 25-week term of service.
- Attend mandatory virtual MAI Orientation the first week in May 2 - 4, 2022 an Intern Career training the week of August 29<sup>th</sup> (TBD if it will be virtual or in-person).
- 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. These at no cost to the applicant.
- Participants 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. Applicant cannot be enrolled in two AmeriCorps terms at the same time.
- **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:**

- Strong organizational skills.
- Basic computer skills.
- Background in recreation or willingness to learn.
- Strong connection to the natural world and history of the Pacific Northwest.
- Education, experience, or interest with sciences, history, geology, recreation, archaeology, forestry, etc.

#### **BENEFITS INCLUDE:**

- \$9,375 living allowance (\$375 weekly) paid over term of service (Interns are paid once a month, on the 10<sup>th</sup>)
- \$3,247.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Child Care Reimbursement
- Government driver's license
- Live and work in a beautiful setting with many opportunities for outdoor recreation.
- Professional development, trainings and networking opportunities.
- Provide meaningful service to the local community and environment.

#### **HOUSING:**

- Free housing is provided by the Forest Service. This is bunkhouse style housing, and the interns will share the house with other Forest Service seasonal staff. The bunkhouse is located behind the office in Zigzag, OR and includes a kitchen and laundry room.

#### **TRANSPORTATION INFORMATION:**

- Agency vehicles are available for work-related travel.
- Public transportation to Timberline Lodge is available, but will take extra planning by the intern to arrive on time for work projects.

- It is highly encouraged that intern have their own vehicle to travel and explore the area on days off.

## OTHER CONSIDERATIONS

Projects are based out of the Zigzag Ranger Station and Timberline Lodge. The surrounding area is comprised of four small communities: Zigzag, Welches, Brightwood, and Rhododendron. Amenities in the area include a full-service grocery store, gas station, coffee shops, bakery, restaurants, bars, post office, urgent care, and post office. Opportunities for public transit are available. Cell phone service is generally good at the office, bunkhouse, and Timberline Lodge, but may be spotty on other parts of the Forest. This area is well situated for individuals who appreciate recreational opportunities such as hiking, biking, climbing and boating.

## 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 Erica Bingham at [erica@mtadamsinstitute.org](mailto:erica@mtadamsinstitute.org):

- Resume
- Cover Letter (One for each position applying to).
- Three Professional References – Information to include: Name, Title, Relation to you, email & phone number.
- Supplemental Questions:
  - What is your motivation for applying to this position?
  - What are you hoping to get out of this experience?

## PROCESS:

1. MAI screens application materials, conducts 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 can be found at [Public Lands Stewards Frequently Asked Questions](https://www.mtadamsinstitute.org/public-lands-stewards) or [mtadamsinstitute.org/public-lands-stewards](https://www.mtadamsinstitute.org/public-lands-stewards)
- Cover letter information can be found at [www.macsl.org/articles/cover-letters](https://www.macsl.org/articles/cover-letters)

## QUESTIONS? CONTACT:

**Erica Bingham**

Public Lands Stewards Program Coordinator

[erica@mtadamsinstitute.org](mailto:erica@mtadamsinstitute.org) | [mtadamsinstitute.org](https://www.mtadamsinstitute.org)

