

# **PUBLIC LANDS STEWARDS**

## **AMERICORPS POSITION DESCRIPTION**



**POSITION TITLE:** Refuge Technician (2 positions)

**PARTNER ORGANIZATION:** US Fish & Wildlife Service

**WEBSITE:** [www.fws.gov/refuge/conboy\\_lake](http://www.fws.gov/refuge/conboy_lake)

**PROJECT LOCATION:** Conboy Lake National Wildlife Refuge, 100 Wildlife Refuge Rd, Glenwood, WA 98619

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

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the technicians will spend the service term removing invasive species that threaten the Oregon spotted frog (a threatened species). Located in the remote and beautiful Conboy Lake National Wildlife Refuge, this field-based position is perfect for a person who has a passion for wildlife and is interested in learning more about management practices to protect and conserve endangered species. The position will alternate between hands-on conservation activities and office-based data recording. Successful candidates will need to be highly self-motivated to serve independently and on a team.

The Conboy National Wildlife Refuge is located in the small town of Glenwood, WA – population 500 people. Glenwood is 45 minutes from the larger towns of White Salmon, WA and Hood River, OR. It is two hours from Portland, OR. Interns live on site of the Refuge and can expect quiet nights, incredible views of Mt. Adams, access to recreational activities such as hiking, climbing, biking and kayaking, and first-hand experience with life in a rural Western town.

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

- Conduct bullfrog control using various methods such as egg mass removal, tadpole netting, and adult capture (including spending some nights capturing bullfrogs by hand in wetlands). Lethal control of invasive species is a regular part of this position.
- Set and remove fyke nets in designated areas daily to capture invasive species (bullfrogs and brown bullhead catfish) that predate on the Oregon Spotted Frog. Lethal control of invasive species is a regular part of this position.
- Sort catch in fyke nets and count and measure invasive species removed from fyke nets.
- Gather environmental data at fyke net locations.
- Conduct invasive plant removal work to assist with meadow encroachment projects.
- Assist with other refuge projects such as biological surveys, reducing cattle trespass, and public events.
- Maintain and repair field gear as needed.
- 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.
- Be physically fit, able to walk long distances, and carry heavy loads.
- Be independent and able to serve long days, sometimes in adverse weather conditions such as heat, rain, and cold nights.
- Ability to serve long hours with a small crew of people.

- Flexibility to change tasks as conditions change.
- Regular and reliable attendance.
- Must be respectful and considerate of others to live in group housing on refuge.
- Comply with all Partner Organization safety policies and procedures.

### 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 May 2 - 4, 2022 and 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 are at no cost to the applicant.
- 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. 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:

- Current CPR & First Aid certification.
- Experience handling animals, particularly fish and amphibians.
- Experience riding ATVs/UTVs.
- Experience driving pick-up trucks in muddy conditions.
- Interpersonal skills to navigate small group dynamics.

### 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
- Live and work in a beautiful setting with many opportunities for outdoor recreation.
- Professional development, trainings and networking opportunities.
- Provide meaningful service to the community and environment

### HOUSING:

- Free housing - provided by service site. Housing is bunkhouse style, and will be shared with other seasonal staff. The bunkhouse is located on the refuge compound, where the intern will report to work.
- All utilities (water, power, heat, wifi) are included. The bunkhouse has laundry, a full-kitchen with two refrigerators, and two full bathrooms. The bunkhouse rooms provide a bed, dresser, and side table.
- The bunkhouse is stocked with all normal kitchen amenities, towels, and bedsheets.
- You will be co-living with 3 other technicians

## TRANSPORTATION INFORMATION:

- Project site is not accessible by public transportation.
- Agency vehicles are available for service-related work.
- A personal vehicle is required for off-duty travel. Intern is responsible for travel to service site.

## OTHER CONSIDERATIONS:

- Glenwood has a post office, general store, gas station, and one small restaurant. The closest towns with full service grocery stores and resources are White Salmon, WA (40 mins away) and Hood River, OR (50 mins away). Cell phone service in Glenwood can be spotty to non-existent, especially on the refuge. Wifi-calling is possible in the bunkhouse and office buildings. The bunkhouse also has a landline phone. More resources and information about the service site will be provided to the applicant during and after the pre-interview.

## 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 [mtadamsinstitute.org/public-lands-stewards](http://mtadamsinstitute.org/public-lands-stewards) or [Public Lands Stewards Frequently Asked Questions](http://Public Lands Stewards Frequently Asked Questions)
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

## QUESTIONS? CONTACT:

**Erica Bingham**

Public Lands Stewards Program Coordinator

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

