

PUBLIC LANDS STEWARDS

AMERICORPS POSITION DESCRIPTION



POSITION TITLE: OHV Trail Steward

PARTNER ORGANIZATION: Umatilla National Forest

WEBSITE: www.fs.usda.gov/umatilla

PROJECT LOCATION: 410 Main St, Ukiah, OR 97880

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

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the intern will spend the season maintaining trails and educating visitors on Leave No Trace principles in the beautiful Blue Mountains. This position assures trails are maintained to Forest Service standards and are safe and pleasing to visitors. This position is perfect for a person who has a passion for being in the mountains and serving outdoors.

The service locations vary from established administrative areas to mountainous, forested areas. Ninety percent of the service is performed outdoors. The position requires strenuous physical exertion, including walking in steep or uneven terrain, heavy lifting, and carrying heavy packs. Exposure to extreme weather and temperature is expected. The position requires the operation of dirt bikes, OHVs and machinery, such as chainsaws.

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

- Serve as part of a motorized trail crew.
- Utilize tools, including chainsaws, to accomplish trail work. Training provided.
- Demonstrate and educate visitors on Tread Lightly, Leave-No-Trace, and other outdoor ethics. Training provided.
- Conduct all interactions with the public and Forest Service staff with professionalism, tact, and adherence to agency mission, standards, and objectives.
- Keep a daily log of activities, daily visitor contact data, trail survey data, and trail conditions.
- Input data of trail users contact data (date, area contacted, type of trail use, and trail users' origin) and trail conditions (access due to snow depths, trees down, washouts, needed drainage, etc.) into computer. Training provided.
- Serve both collaboratively with a Forest Service crew and independently.
- 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

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Be able to serve holidays and weekends as necessary.
- Comply with all Partner Organization safety policies and procedures and be able to demonstrate safe use of tools
- Be physically fit, able to safely ride Off-Highway Vehicles (OHVs) such as 4-wheelers and dirt bikes. Training will be provided. Intern must adhere to the safety guidelines and rules set out by the Forest Service for operating these vehicles.
- Able to safely spend extended periods alone and/or with small crews in the outdoors.

- Travel by foot or vehicle and serve safely in mountainous settings and in a remote community with almost no amenities.
- Serve alone and/or with many diverse people (land and resource managers, other Forest Service trail crew employees, volunteers) in both an office and field setting. Be able to communicate professionally with the various work groups.
- Comfortable contacting and communicating with members of the public in a remote setting.
- Able to tolerate and maintain a positive attitude in extreme heat and cold; season will start with snow on the ground and end with snow on the ground, in between it will be very hot and dusty.
- Enthusiastic about outdoor recreation and being in various motorized settings.
- Maintain reliable and timely attendance.

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 and an Intern Career training the week of August 29th (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 completed 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:

- Experience with safe use of hand tools and chainsaws (this could include experience in farming, gardening, orchard work, landscaping, carpentry, construction, etc).
- Demonstrated experience performing trail work.
- Demonstrated experience with UTV, OHV or dirt bike riding.
- Demonstrated experience in communicating with the public.
- A passion for outdoor recreation.

BENEFITS INCLUDE:

- \$9,375 living allowance (\$375 weekly) paid over term of service (Interns are paid once a month, on the 10th)
- \$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 local community and environment.

HOUSING:

- Free housing provided by Forest Service. This will be rustic, bunkhouse-style housing with 2 people sharing a sleeping cubicle. The intern will share the house with other interns and potentially with other Forest Service staff. Wifi is available within the housing but very slow, it is also available in the office. Cell service is extremely limited in Ukiah, OR.

TRANSPORTATION INFORMATION:

- Project site is not accessible by public transportation.
- Agency vehicles are available for work-related travel. Forest Service provides all transportation between the Ranger Station and service sites.
- It is highly recommended that interns have their own vehicle to access supplies/equipment and to travel on days off.

OTHER CONSIDERATIONS

- Ukiah, OR is a very remote town, with a population of about 260 people. Cell phone service is extremely limited. Ukiah has a post office, general store, and one restaurant. Gas is not available in Ukiah for personal use (there is gas for Forest Service vehicles). The nearest full service towns with grocery stores and gas stations are located 1 hour away - La Grande, OR (55 miles) and Pendleton, OR (49 miles). Interns should consider this, and only apply if they are comfortable with this living situation.

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 Erica Bingham at 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](#) or mtadamsinstitute.org/public-lands-stewards
- Cover letter information can be found at www.macsl.org/articles/cover-letters

QUESTIONS? CONTACT:

Erica Bingham

Public Lands Stewards Program Coordinator

erica@mtadamsinstitute.org | mtadamsinstitute.org

