

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Recreation Management Technician

PARTNER ORGANIZATION: El Yunque National Forest

WEBSITE: <https://www.fs.usda.gov/elyunque/>

PROJECT LOCATION: KM 4.4 PR 191, Rio Grande, Puerto Rico 00745

SERVICE DATES: March 7, 2022 to January 14, 2023 (1700-hour position)



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the El Yunque National Forest will sponsor a VetsWork AmeriCorps Intern to serve as a Recreation Technician. The recreation program at El Yunque National Forest is a high impact and highly valued program that supports public access, education and volunteer engagement. This position will be directly engaged in coordinating and managing recreation in the Forest through public engagement, resource protection and coordination of the visitation reservation system in place since 2020. The position will also coordinate and oversee volunteer work in the Forest for maintenance and enhancement of recreation infrastructure and trails. Other duties will include conducting Wilderness Area baseline monitoring and assisting with the National Visitor Use Monitoring program. All of these opportunities will provide the Intern great exposure and development in the areas of visitation, interpretation and resource management.

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

- Engages with project leaders to learn techniques and implement projects.
- Serves as a Forest Ranger, providing information and interpretation to visitors.
- Coordinate and operate the visitation reservation system.
- Provides public engagement and interpretation in the field, at special events, on webinars, seminars, during surveys, and classroom activities.
- Work with partners, volunteers and other organizations in natural environment and cultural (heritage) projects.
- Recruit and lead volunteers in support of priority projects.
- Conducts Wilderness baseline monitoring.
- Supports other essential programs, incident command teams, trails projects and other recreation management activities.
- 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 – El Yunque National Forest

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Comply with all Partner Organizations safety policies and procedures.
- Has a desire and passion for engaging with diverse audiences to improve environmental ethics and knowledge.
- Is willing and able to learn techniques and apply them in the field.
- Enjoys the outdoors, public lands, recreation and nature.
- Is available to work a varying 5-day schedule to include weekends and holidays.
- Is fully able to travel on foot up to 10 miles on rugged and steep terrain in a day while carrying up to 30+ pounds.

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- Has reliable transportation and is punctual.
- Is comfortable in a bilingual work setting and able to understand direction in Spanish and English.

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 (March 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:

- Native-born Puerto Rican with strong ties to the island.
- An understanding of local factors and socioeconomic challenges.
- Outdoor experience including hiking, backpacking and Leave No Trace practices.
- Experience with standard tools, machetes and teaching their safe use.
- Self-disciplined and problem solver who takes initiative.
- Knowledge of web and app based monitoring software (ex. Survey 1,2,3), using technology in the field.

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).
- \$6,345 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.

HOUSING:

- No housing provided by service site.
- A \$500/month housing stipend provided by service site.

- Housing nearest to the Forest in small communities can be sought on <http://clasificadosonline.com/> but many times word of mouth, family connections or driving through potential areas and looking for “for rent” signs can be helpful.

TRANSPORTATION INFORMATION:

- 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.

OTHER CONSIDERATIONS:

- Multiple municipalities and communities surround the El Yunque National Forest. It is 45 minutes to the metropolitan area of San Juan. There are also many deeply rooted, small rural communities. Dependent on what the Intern desires, the selectee can live in very remote areas, in highly urbanized centers or somewhere in between, all while being within minutes of basic amenities, beaches and entertainment and within normal driving distance to the work site. As a small island, nothing is ever far away.

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 (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:

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

- 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

