

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Recreation Technician

PARTNER ORGANIZATION: Olympic National Forest

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

PROJECT LOCATION: 353 South Shore Road, PO Box 9, Quinault, WA 98575

SERVICE DATES: 10.5 Month Position - Open Until Filled



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Olympic National Forest will sponsor a VetsWork AmeriCorps Intern to serve as a Recreation Technician. This is a field-going position that will support all facets of a year-round recreation program. The work will primarily involve assisting with developed recreation operations.

This position is a part of the Integrated Resource Crew, which does essential work across resource boundaries on priority projects for the Forest. Recreation work creates clean and safe recreation areas that provide opportunities for visitors to explore the Olympic National Forest's natural resources in a beautiful setting. Recreation work is labor intensive as the facilities are highly used and in need of regular attention. The Intern will perform basic recreation and facilities maintenance duties and will receive training pertinent to Recreation Management.

Additional opportunities will also include timber sale assistance, invasive weed removal, road condition assessments, and trails projects.

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

- General campground maintenance including cleaning restrooms and campsites.
- Involved with the repair/rebuild/install of informational kiosks.
- Brush trail systems and clear trails using hand and pruning saw.
- Inform the public on the recreation rules and answer questions.
- Collect recreation fees and provide information on fee compliance, rules, and regulations of the sites.
- Work with volunteer trail crews and volunteer campground hosts on specific projects.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, training sessions 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 to communicate effectively orally and in writing.
- Demonstrates creativity, motivation and resourcefulness for problem solving.
- Must have a valid driver's license, clean driving record (in accordance with organizational policy) and ability to provide documentation in a timely manner. Ability to drive a large, four-wheel drive vehicle on narrow gravel roads.
- Ability and willingness to serve outdoors, in inclement weather and lift up to 40 lbs.

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

- Able to take the lead on development of individual learning goals, and communicate those goals with supervisor and team
- Communicate and interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the public.
- Possible work on weekends and holidays.

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.
- 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 must go through a review and determination process before approval.*
- **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 interpersonal skills, experience working in team settings.
- Ability to use basic power tools such as jig, circular saw, and drill.
- Ability to use hand tools such as shovel, hammer, and pliers.
- Able to endure arduous work in the field.
- Customer service experience

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:

- Low-cost (approximately \$160 per month) bunkhouse available for Intern only.

- Housing Stipend of \$425 per month provided.
- Bunkhouse is an individual bedroom with shared kitchen, living, and bathroom spaces. On-site laundry is available.
- No cell service in the Quinault Valley and WiFi is limited in the bunkhouse.
- Bunkhouse space is furnished with basic furniture and cooking equipment. Bedding is the responsibility of the Intern.
- No pets, alcohol, or firearms allowed in the bunkhouse.

TRANSPORTATION INFORMATION:

- A vehicle provided for work-related travel
- Public Transportation is available between Quinault and Aberdeen.
- Intern is responsible for travel to and from duty station.

OTHER CONSIDERATIONS: Recreation is how the majority of the American public experiences their National Forest Lands. The Quinault Valley is a recreational hub for both Olympic National Forest and Olympic National Park connecting visitors from around the world with this amazing rainforest. The Quinault Valley has 3 high use campgrounds and 4 high use trailheads. The Quinault Trail network is part of the National Recreation Trail network and includes 12 interconnected trails that takes users through a variety of environments. These trails allow people to get up close and immerse themselves in a temperate rainforest. Being a temperate rainforest, these trails also need regular maintenance to control the continual vegetation growth.

The Quinault Valley is one of a few temperate rainforests in the continental US. With over 200 inches of rain per year, the area is lush and filled with very big trees. Quick access up the Quinault drainage provides access to the amazing Enchanted Valley of Olympic National Park. Ocean beaches are a short 40-minute drive.

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

