

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Condition Assessment Surveyor

PARTNER ORGANIZATION: Pacific Northwest Regional Office
/Umpqua National Forest

WEBSITE: fs.usda.gov/r6

PROJECT LOCATION: 2020 Toketee Ranger Station Rd Idleyld Park, OR 97447 or 2900 NW Stewart Pkwy, Roseburg, OR 97471

SERVICE DATES: 10.5 Month Internship – Open Until Filled



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), Region 6 National Forests (Oregon & Washington) will sponsor a VetsWork AmeriCorps Intern to serve as Condition Assessment Surveyor. Intern will collect information at recreation sites to improve visitor access, evaluate the condition of existing facilities and develop plans to improve recreation access for people with disabilities. The Intern will be trained on fieldwork, data recording, site inventories, planning and accessible features. Intern may travel within the Pacific Northwest.

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

- Collect infrastructure condition data at developed and dispersed recreation sites (campgrounds, trailheads, boat launches, etc.), historic and or special designation sites, and administrative sites around the National Forest.
- Input and revise recreation, historic and other data in corporate databases.
- Use data system NRM/INFRA for the forest(s) and regularly attend virtual training on how to utilize the system for multiple applications.
- Identify achievable projects to improve accessibility, decrease or eliminate deferred maintenance, and identify areas (where possible) to coordinate with adjacent landowners or partners.
- Photograph/video sites (where appropriate) to be provided to Recreation.gov to establish a baseline for visitor understanding.
- Collect and develop information about recreation sites to share publicly.
- Duties will be performed both in field setting for condition assessments with office assignments to record data into an online computer system.
- Intern will train conservation corps crews to complete maintenance and light construction projects on recreation sites and administrative facilities.
- 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.
- Ability to take measurements and recordings and document information accurately.
- Comfortable talking with the public.
- Ability to travel to remote forested areas.

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

- Ability to serve with others or alone.
- Ability to use and/or learn to use: data recorders, handheld radios, computer tablet, GPS, maps, hand tools and power tools
- Physical activity that involve walking, lifting and climbing over rough terrain with exposure to weather elements.

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, 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:

- ArcGIS skills desired but not required.
- General understanding of maintenance.
- Ability to navigate and read maps.
- A desire and ability to become proficient in data analysis, data analytics and databases.

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:

- A \$425/month housing stipend provided by service site.
- Low-cost housing for Interns is available through service site.
 - Housing has no WIFI, but there is good cell phone service. There are shared laundry facilities, and the housing is a 5-minute walk from the duty station.

TRANSPORTATION INFORMATION:

- Agency/Organization vehicles are available for service-related travel.
- Intern is responsible for travel to and from duty station.
- Project site is not accessible by public transportation.
- Intern may travel within the Pacific Northwest to support other Interns at their sites.

OTHER CONSIDERATIONS:

- Toketee Lake is a remote duty location approximately 60 miles from the nearest full-service town of Roseburg, OR. There are no services (gas, groceries, schools, banks, etc.) - only government housing and the Ranger Station at Toketee. The intern must have reliable transportation to be able to travel to town for groceries and other personal supplies periodically.
- Roseburg is a full-service community, with a population of 23,500 people within the city limits and a total population of 50,000 to 60,000 within a 20-mile service area. It is located 70 miles south of Eugene, OR on Interstate 5. The city is near the confluence of the South Umpqua and North Umpqua rivers, at an elevation of 465 feet. Roseburg is the county seat for Douglas County.
- Roseburg has a moderate climate with four distinct seasons. Average temperature in summer is 66 °F with highs to 100 °F, while average temperature in winter is 44 °F with occasional frost, but very little snow during December, January and February. The average annual precipitation is 35".

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

