



VetsWork AmeriCorps Position Description

Position Title: Recreation Intern

Project Sponsor: USDA Forest Service
Hoosier National Forest
www.fs.usda.gov/hoosier/

Project Location: 248 15th Street, Tell City, IN 47586

Project Sponsor Mission: The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at: www.mtadamsinstitute.com

Position Summary: In partnership with the Mt. Adams Institute, this position will work primarily for the recreation program on the Tell City Ranger District, but will also be shared with the ecosystem program as needed. This is a field going position and most of the work will be performed outside under all weather conditions and could possibly involve weekend work on holiday weekends. Recreation area maintenance is very rewarding work as clean and safe recreation areas provide opportunities for visitors to explore the Hoosier National Forest's natural resources in a beautiful setting. Recreation maintenance is also labor intensive as facilities are used they break down and/or are vandalized. Mowing and trimming of grass needs to be done on a regular basis as well as cleaning toilet buildings and campsites. Trails need to be logged out and mowed consistently to provide an optimal trail experience for horseback riders, mountain bike riders and hikers. Ecosystem work is rewarding as well in enhancing habitat for wildlife and providing for a diverse healthy forest environment.

General Responsibilities (to include, but not limited to):

1. Maintain campgrounds and other recreational facilities.
2. Perform trail maintenance.

3. Identify and remove hazard trees.
4. Visitor contacts, provide information and education.
5. Support the survey, monitoring, and treatment of non-native invasive plant species.
6. Conduct wildlife surveys and wildlife habitat improvement projects.
7. Timber sale preparation activities and stand improvement projects.
8. Prescribed fire opportunities.
9. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
10. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
11. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
12. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation in Dover, TN from 3/6 to 3/10 (mileage, food and lodging will be provided), quarterly Intern trainings and quarterly Intern meetings.
3. Be able to work outside under all conditions.
4. Ability to endure strenuous and repetitive physical activity.
5. Communicates and interacts in a positive, professional manner with a diverse group of staff or the general public.
6. Demonstrate motivation and resourcefulness.
7. Ability to effectively engage with other members of the recreation and ecosystem teams in designing and applying treatments to the ground.
8. Ability to work independently.
9. Willingness to apply herbicides and operate small engine tools (chainsaw, brushcutter, leafblower, etc.).
10. Willingness to clean public vault toilets in recreation areas and clean up litter left by Forest visitors as well as dump sites
11. Willingness to mow and weed eat along forest recreation area roads, campgrounds, boat ramps, and trailheads
12. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
13. At least 21 years of age at beginning of service term.
14. U.S. citizen, national or lawful permanent resident.
15. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
16. Ability to commit to the full 45-week term of service.
17. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations.

18. AmeriCorps 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. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Preferred Qualifications

1. Knowledge of the principles of forest management.
2. Tree and plant identification skills
3. Familiarity with GPS and GIS systems

Benefits Include:

1. A total taxable living allowance (before taxes) of \$12,530, paid over term of service.
2. Upon successful completion of a term of service, eligible AmeriCorps members receive an education award of \$5,775. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers AmeriCorps members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. Professional development, trainings and networking opportunities.
7. No housing provided by service site.

Transportation Information:

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and duty station.

Equal Opportunity:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

Application Instructions Below

Application Deadline: Open Until Filled

Type of position: Individual Placement

Interviews: Will occur as qualified applications are received.

Service Dates March 6, 2017 – January 12, 2018

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve** button.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **Mt. Adams Institute – VetsWork – VETERANS ONLY** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred except for Certification Form). **Your application will not be considered until all of the materials listed below are received.**

1. A resume and a cover letter for each position in which you are interested.
2. A copy of your DD 214 with an honorable discharge
3. Visit <http://mtadamsinstitute.com/jobs/> to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
4. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
5. Submit your completed MAI Driver Certification and Safety Agreement form found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.

6. Read “VetsWork Frequently Asked Questions” and “Is VetsWork Right for Me?” found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.

Questions? Contact Katie Schmidt at recruitment@mtadamsinstitute.com or
509-395-3465
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

Checklist for Completed INTERN APPLICATION
Forms can be mailed or scanned and emailed to Katie Schmidt.

- Application** – AmeriCorps online application
- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- List positions in order of preference if applying for more than one**
- MAI AmeriCorps Certification Form**
- Driving Record / Abstract** – from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time).
- Driver Certification and Safety Agreement form**