VetsWork AmeriCorps Position Description

Position Title: Timber Intern

Project Sponsor: Shawnee National Forest
Hidden Springs Ranger District
http://www.fs.usda.gov/shawnee

Project Location: 602 N. First Street, Vienna, IL 62995

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.org

Position Summary: In partnership with the Mt. Adams Institute, the Shawnee National Forest is looking for an intern to serve in a predominantly field-going position with the timber department. The intern will assist in management of the Forest and in efforts to connect people to their national forest primarily through engagement in recreation and stewardship activities. Intern will assist with trails, recreation, and wilderness program areas across the Forest and will focus on improving the quality of the trail resource to ensure protection of wildlife habitat and water quality in addition to maintaining recreation access to forest lands.

The intern will perform the full range of standardized forestry support duties for fire (hazardous fuels build-up), timber, as well as traditional silviculture duties. Assists in the following duties; cruising timber by following specific instructions on taking and recording simple measurements and running compass lines in the field using compass and chain and performing various standard duties related to silviculture activities. Skills to be further developed: Use of hand tools & power tools (including a chain saw); map reading; data collection; public speaking; ability to supervise volunteers; operation of an ATV and/or UTV.
**General Responsibilities (to include, but not limited to):**

1. Cruise timber by following specific instructions on taking and recording simple measurements and running compass lines in the field using compass and chain and performing various standard duties related to silviculture activities.
2. Use a variety of electronic field recorders to document timber volume and condition (Spiegel Relaskop, clinometer, compass, chain, diameter tape, increment borer, electronic field data recorder, etc).
3. Selects and marks individual trees for harvest using well defined marking guidelines, silviculture prescriptions, and specific instruction.
4. Estimates individual tree volume by established methods.
5. Traverses harvest units to produces maps.
6. Designates sale area and cutting unit boundaries on the ground.
7. Depending on experience, may provide leadership and direction to, or at a minimum, work with a crew performing a variety of field measurements, collection and monitoring tasks,
8. Work independently on inventories of timber stands, and gathering needed information such as timber volume and condition.
9. Interact with the public, providing education and information, and to determine compliance with regulations and specifications. May provide historical and cultural information about the Forest to visitors and recreational user groups; explains rules and regulations.
10. Work with land survey crew on an as needed basis.
11. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
12. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
13. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
14. 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 3/4 to 3/8, quarterly Intern trainings and quarterly Intern meetings.
3. Ability to drive a four-wheel drive vehicle with trailer, a UTV and/or ATV, and other equipment (training provided).
4. Must be physically able and willing to participate in field-going activities on a regular basis, and able to hike at least 10 miles carrying at least 25 pounds of gear, and utilize tools such as shovels, rakes, pulaskis, weed-eaters, and mowers.
5. Must have good verbal communication skills.
6. Ability to secure suitable outdoor clothing, rain jackets and pants, work boots, etc. Please contact unit for more specific information before purchasing any items.
7. Intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or Saturday work on occasion.
8. Meet other requirements of federal employee (e.g. background check)
9. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
10. 21 years of age at beginning of service term.
11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full 45-week term of service.
14. 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.
15. 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. Orienteering (use of maps and compass) skills
2. Experience with hand-held GPS units for navigation and data collection
3. Basic computer skills for data management (Word, Excel, GIS)
4. Background in outdoor recreation, natural resources, or related field

Member Benefits Include:
1. A total taxable living allowance (before taxes) of $13,500, paid over term of service.
2. Upon successful completion of a term of service, eligible members receive an education award of $6,095. 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 members only, not dependents; vision and dental not included).
6. 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 $2400 per month. Actual benefits vary by individuals’ qualified benefits.
7. Professional development, trainings and networking opportunities.
8. 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 to and from 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

Application Deadline: Open Until Filled
Interviews: Will occur as qualified applications are received.
Type of position: Individual Placement
Service Dates March 4, 2019 to January 10, 2020
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: VetsWork – Mt. Adams Institute – Veterans Only and click "Apply Now" at the bottom of the page.

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

1. A resume.
2. A cover letter for each position in which you are interested applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis).
4. Visit https://mtadamsinstitute.org/internships/#vetswork to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
5. 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.

Questions? Contact Katie Schmidt at katie@mtadamsinstitute.org 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