



PUBLIC LANDS STEWARDS/ VETSWORK PROGRAM



VetsWork GreenCorps
AmeriCorps Position Description

Position Title: VetsWork GreenCorps Member

Project Sponsor: Umatilla National Forest
<http://www.fs.usda.gov/umatilla>

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

Project Location: 401 W. Main St. Ukiah, OR 97880

Position Summary: This is an exciting opportunity that combines hands-on work experience and skills training in partnership with the Umatilla National Forest Service, Mt Adams Institute, and AmeriCorps (The Corps Network). Successful candidates will be enrolled in Mt. Adams Institute VetsWork GreenCorps Program and will receive USFS training in safety, chainsaw, tool use, wildland firefighting, and crew organization. Veterans will work on fuel reduction, leadership training, and exposure to fire suppression. The experience and training in the Veterans Green Corps program is designed to prepare participants for a variety of positions with the Forest Service.

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

1. Willingness to work long hard hours in all weather conditions.
2. Repeatedly lift upwards of 50 pounds
3. Ability to use hand tools (these are often heavy tools like pulaskis, chainsaws, etc.)
4. Support the Integrated Vegetation Management by participation in fuels reduction, thinning and prescribe fire applications.
5. Participants will attend basic "Fire School" where they will receive training and certification in the following courses:
 - a. I-100 – Introduction to Incident Command System (ICS)
 - b. L-180 – Human Factors in the Wildland Fire Service
 - c. S-130 – Firefighter Training
 - d. S-190 – Introduction to Wildland Fire Behavior
 - e. S-211 – Portable Pumps and Water Use
 - f. S-212 – Wildland Fire Chain Saws
6. Possible trail construction

7. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
9. 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 MAI Personal and Organizational Vehicle Use Policy detailed at the end of this position description.
2. The duties of this position require that the member meet prescribed physical requirements as measured by the Work Capacity Fitness Test at the arduous level. To meet the arduous level the member must be able to walk 3 miles within 45 minutes while carrying 45 pounds.
3. The member must have the following gear or equipment:
 - a. NFPA Rated Leather Work Boots (Ex: Whites Boots, Hawthorne, & Danner Brands)
4. Must not engage in any prohibited activities as outlined in the Member Service Agreement
5. Must have served in US Armed Forces, including Guard and Reserves and have a DD214 with an honorable discharge.
6. 19 to 35 years of age at beginning of service term.
7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check.
11. Regular and reliable attendance.
12. 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. Natural resources management work experience
2. Demonstrated ability to work on a team
3. Experience living and working outdoors
4. First Aid and CPR
5. Demonstrated communication skills

Member Benefits Include:

1. A taxable living allowance (before taxes) of \$250/week, (\$5,000 for 20 week position).
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,114. 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. Low cost housing is provided for this position. Approx. \$140 per month
5. Eligibility for non-competitive hiring status under the Public Lands Corps authority for 120 days after completion of the term.

Transportation Information:

1. Organizational vehicle is available for service activities.
2. Personal vehicle is recommended for non-service time.

Application Deadline: Will occur as qualified applications are received.

Interviews: On-going until filled.

Type of position: Individual

Placement

Service Dates June 2 to November 14, 2014 (may be reduced to October 17, 2014 if there is no interruption due to wildfire response – up to 4 weeks) **Length of Term:** 675 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, you must **Create A New Member Account**.
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 for program name **Mt. Adams Institute –Green Corps**
4. Select the position listing 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. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. A copy of your DD 214 with an honorable discharge
3. Visit <http://mtadamsinstitute.com/jobs/>, print the Certification Form, sign and date the form, and mail to the address below. This document must be **mailed** to our office with your 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. Read the MAI Personal or Organizational Vehicle Use Policy (below) and submit your completed Driver Certification Form and Safety Agreement (Form 27) found at <http://mtadamsinstitute.com/jobs/>

Questions? Contact Katie Schmidt at recruitment@mtadamsinstitute.com or 509.395.3465

Mt. Adams Institute

2453 HWY 141, Trout Lake, WA 98650

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals.

MAI Personal or Organizational Vehicle Use Policy:

1. Any member that is required to use a personal vehicle or organizational vehicle for work purposes needs to submit a driving abstract (that goes back at least three years).
2. Any member that is required to use a personal vehicle for work purposes needs to carry minimum auto liability limits of \$100,000 for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident
3. Any member that is required to use a personal vehicle for work purposes needs to submit proof of vehicle insurance (see #2 above).
4. Member's driving record and driving practices need to pass the standards listed in *Driver Certification and Safety Agreement (form G-27)*.
5. Member's personal vehicle needs to pass the standards list in *Member Personal Vehicle Use Authorization (form G-28)*.
6. For positions that require the use of a personal or organizational vehicle, a potential member's placement is contingent on passing the standards listed above. MAI staff will review and make that determination.

Minimum Requirements for MAI AmeriCorps Drivers

Every driver of MAI, sponsoring organization or personal vehicles for work purposes must meet and continue to meet the following minimum requirements:

- a) Be at least twenty-one years of age.
- b) Have a valid driver's license, issued by a state department of licensing.
- c) Submit to a criminal record check that shows that no offense has been committed which would be grounds for denial of an authorization to drive. (Please note: You may receive this check through your AmeriCorps program).
- d) Shall not have had a driving license privilege suspended or revoked within the preceding three years; a certified copy of the suspension or revocation order issued by the department of licensing being conclusive evidence of the suspension or revocation.
- e) Shall not have been convicted of any misdemeanor, gross misdemeanor, or felony (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) including, but not limited to the following:
 - i) Any crime involving the use, sale, possession, or transportation of any controlled substance within the last three years.
 - ii) Any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years.
- f) Shall not have a behavior problem, which endangers the welfare or personal safety of passengers.
- g) Shall not have incurred three or more of the following offenses within any twelve-month period, within the last thirty-six months: 1) speeding tickets in excess of ten miles per hour over the speed limit; 2)

improper changing of lanes, 3) following too closely, 4) passing a school bus while stopped, 5) leaving the scene of an accident, 6) refusing to take a blood alcohol test.

- h) Is physically able to use all hand and foot operated controls and equipment in vehicle.
- i) Is physically able to perform routine vehicle safety inspections and perform necessary emergency roadside services.
- j) Satisfactorily complete an approved MAI driver training course if driving an MAI vehicle.
- k) Sign a Driver Certification and Safety Agreement.

CHECKLIST FOR COMPLETED INTERN APPLICATION

- Application** - AmeriCorps online application
- Two Written References** - through AmeriCorps online application
- Resume**
- Separate cover letter** for each position for which you are applying
- List positions in order of preference if applying for more than one**
- Certification Form** - signed and mailed to the MAI office
- 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 Form and Safety Agreement (Form 27)**