



# Seasonal Employment with the Oregon Department of Forestry INTERNSHIP PROGRAM

## INTRODUCTION

We are pleased that you are interested in seasonal employment with the Oregon Department of Forestry (ODF). Our internship program offers great summer employment opportunities and valuable on-the-ground job experience. This sheet will assist you in making an application for the ODF Internship Program.

Applications are accepted in January and February every year for the following summer. Any application received after that timeframe will be considered as vacancies allow. Application materials and instructions are available on the ODF website, [www.odf.state.or.us](http://www.odf.state.or.us), under the ODF Employment section. ODF Recruiters conduct interviews on a few college campuses, and packets of employment information are available at the placement office during this recruiting period. If you have an interview scheduled, bring the application materials with you to the interview. If not, E-MAIL your application materials to [odfjobs@odf.state.or.us](mailto:odfjobs@odf.state.or.us) or FAX to 503-945-7404.

## DUTIES

- Assists foresters with forest management, fire protection, forest engineering, forest inventory and monitoring, recreation management, forest interpretation, and forest education.

## MINIMUM QUALIFICATIONS

- You must be a college student currently enrolled in a forestry or forestry-related curriculum or program and be returning to college following the period of employment. A valid driver's license and the physical ability to perform strenuous work in a forest environment are required. Eligibility to work in the United States is required.
- Some fire-related positions require passing what is commonly referred to as the "Pack Test." The "Pack Test" is a valid, job-related test, which measures an individual's capacity for arduous work. The test consists of performing a 3-mile hike over level terrain in 45 minutes while carrying a 45-pound backpack. If selected for one of these positions, additional information will be provided prior to your hire date.
- Some positions require a criminal record check. Conviction of a crime will not automatically preclude appointment; the circumstances involved will be considered.

## WORKING CONDITIONS

- Work is performed in the forest on steep, brushy, uneven ground in all types of weather. May work hours outside the normal business week including weekends, holidays and evenings. May be required to use a state vehicle to conduct business.

## SALARY

- \$10.93 to \$12.28 per hour. The salary step is based on the number of years of completion in a forestry or forestry-related program at a recognized college or university. You must have completed the year to be eligible for the pay rate. **Transcripts are required with your resume and ODF internship application form.**

## POTENTIAL WORK LOCATIONS

Astoria	Grants Pass	Medford	Tillamook
Coos Bay	Klamath Falls	Philomath	Tillamook Forest Center
Forest Grove	Lyons	Salem	

Oregon Department of Forestry, 2600 State Street, Salem, OR 97310  
Internship Program Coordinators: Neal Bond at (541) 367-6108 or Becki Luth at (503) 945-7290  
TTY (503) 945-7213 or TTY (800) 437-4490

*An Equal Opportunity Employer*



# Oregon Department of Forestry

## INTERNSHIP

## PROGRAM DESCRIPTIONS

### **State Forest Management**

Interns will assist foresters in timber sale preparation which includes posting timber sale and right-of-way boundaries, running grade lines, locating roads, and cruising timber. The intern assists in preparing timber sale appraisals and writing timber sale contracts. Reforestation and stand management activities such as: plantations monitoring, preparation of vegetation and animal control plans, pre-commercial thinning, fertilization, and site preparation. Other activities may include mapping, long-range planning, plot inventory, public education, and fire management and suppression.

### **Fire Protection**

Interns will participate in fire prevention, presuppression and fire suppression activities. The intern works on a fire crew that responds to forest fire calls and also performs building, grounds and vehicle maintenance. The intern assists with dispatching fire investigation, fire prevention and special projects, in addition to attending fire program and safety training. There may be opportunity to work with Stewardship Foresters in monitoring industrial forest operations and be involved in service forestry and state forests management activities.

### **Forest Engineering**

Interns will assist with the collection of road inventory data using GPS data collection techniques and transfer of data to GIS for database and mapping development. Additional duties include reviewing proposed road grade locations with respect to sound environmental practices, cost benefits and road standards; marking right-of-way boundaries, project points, centerline references, culvert locations, and waste area locations; assisting in general field and photo reconnaissance of proposed timber sale units, preparing information for sale review, and evaluating proposed sale units for compliance with Forest Practices Act requirements and sustainable forestry principles.

### **Forest Inventory and Monitoring**

Interns will participate in providing support to the State Forest Program field organization in the area of natural resource data collection. The intern will assist the Inventory Forester with administering contracts or conducting activities associated with forest inventory projects and with State Forest research and monitoring projects. Duties include collecting data on tree species, down wood, and non-tree vegetation utilizing a variety of tools including D-tape, Relaskop, Increment Borer, Compass, and Global Position Receiver. Contract administration duties may include reviewing work performed and assisting with data input into State Forest databases. The intern will also assist with data collection on a variety of research and monitoring activities associated with forest management operations.

## **Forest Recreation**

Interns will participate in a variety of recreation management and planning tasks including fee collection, campground management, off-highway vehicle and non-motorized trail planning and maintenance, facility planning, public contact/visitor information, project coordination, volunteer program coordination, user education and coordination with law enforcement. Prefer students who can work through the hunting season. Weekend work is required.

## **Forest Interpretation**

Interns will assist in developing and presenting a variety of interpretive presentations and media and will coordinate activities and events. They will recruit, coordinate and schedule guest interpreters; lead guided walks and campfire (evening) programs; assist with the development of displays and exhibits; staff event booths; and assist in forestry education activities.

## **Forest Education**

Interns will plan, prepare and conduct forest education activities for use by schools and the public both on and off the forest. Assist with other projects that relate to forest education, interpretation and public information needs on the forest. Work with local school teachers in planning and coordinating class visits to the Tillamook State Forest. Interact with and assist other Recreation and Forestry staff in their projects. Prefer students who can work spring or fall terms; will accept summer intern if no other term possible.