



VetsWork Position Description

Position Title: Oregon State Parks Coastal Resources Intern

Project Sponsor: Oregon Parks and Recreation Department www.oregonstateparks.org/

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: 1655 Old US Highway 101 Brookings, OR 97415

Position Summary: The intern will assist park staff in a trail rating assessment of each segment of the Oregon Coast Trail in Curry County, Oregon. This assessment will help prioritize, plan and implement maintenance projects on the trail system. The intern will identify key invasive weedy plants and rare and endangered plants and map locations for natural resources planning.

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

1. Assist in the construction, maintenance and restoration of hiking trails, footpaths, footbridges, parking areas and curbs;
2. Identify problems that pose a public safety concern on the trail system and that require immediate maintenance.
3. Systematically assess trail conditions and identifying maintenance needs to prioritize trail maintenance tasks.
4. Identify areas of the trail system that are negatively impacting natural resources.
5. Assist in patrolling trail areas by checking for misuse, undesirable activities, hazardous situations and reporting findings to park rangers or management.
6. Attain Oregon Pesticide License in "Laws and Safety" and "Rights-of-Way Vegetation Management".
7. Identify and map noxious weeds along the Oregon Coast Trail.
8. As determined by supervisor, spray herbicide to control weeds on trail.
9. Survey and map rare plants along the Oregon Coast Trail.
10. Assist in assembling materials and resources for the development of interpretive presentations;
11. Attend and participate in crew and safety meetings and training classes;
12. Clean and properly store equipment, tools, and vehicles after use;
13. Maintain vehicles, work sites, maintenance shops, yards and storage areas in clean, safe condition

15. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
16. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
17. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
18. 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. Attend a mandatory orientation in Trout Lake, WA from 1/13 to 1/19, quarterly Intern trainings in Trout Lake, WA (food and lodging provided for orientation and trainings), and monthly Intern meetings. Intern is responsible for transportation to and from all mandatory trainings and meetings.
3. Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Occasionally works in office operating computers and other office equipment. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles. Reaches above shoulder level and occasionally works on hands and knees. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls in regular performance of duties. Drives a variety of motorized vehicles. Maneuvers, manipulates, and operates hand and powered tools and heavy equipment. May sit or stand for long periods of time. May lift and move up to 50 pounds on a regular basis and up to 100 pounds or more with assistance. May work in congested work areas, confined spaces and remote locations. Frequently interacts with the public. Occasionally works alone, within phone or radio communication.
4. May travel overnight to other parks, headquarters, or other agency facilities for training and meetings. May be exposed to environmental and chemical hazards, chemicals, and fumes requiring safety controls. Cleans up and disposes of human-generated waste, animal waste and carcasses. May be exposed to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.
5. Must have skill in listening to what people say and asking appropriate questions to obtain needed information.
6. Must have skill in providing factual information based on observation, knowledge and understanding.
7. Must have skill in common courtesy while communicating with others.
8. Must have skill in maintaining composure during emergency or emotionally charged situations.
9. Must have skill in the use of a personal computer.
10. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
11. 21 to 35 years of age at beginning of service term.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full term of service for which they are applying.

15. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check.
16. This position does not include recurring access to vulnerable populations including children ages 17 and under, persons aged 60 and older and/or individuals with disabilities.
17. Regular and reliable attendance.
18. 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.
19. This position will not have reoccurring access to vulnerable populations (children under 18, adults 60 years and older, disabled individuals).

Preferred Qualifications:

1. Carpentry skills
2. Plant Identification skills
3. Landscape Maintenance skills...

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$12,100.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,550. 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).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing and a campsite is available free of charge for trailer or motorhome use.

Transportation Information:

1. Personal vehicle is recommended to get to service site.
2. Organizational vehicle is available for service activities.
3. Project site is not accessible by public transportation.

Application Deadline: Will occur as qualified applications are received.

Interviews: On-going until filled.

Type of position: Individual

Placement

Service Dates: February 3 – December 12, 2014

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, 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 – VetsWork**
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 below materials are received.**

1. A resume and a cover letter for each position in which you are interested. 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. Your insurance policy coverage for your personal vehicle showing our minimum requirements. Our Intern Program requires your personal automobile insurance to have a minimum liability coverage 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.
6. Read the MAI Personal or Organizational Vehicle Use Policy (below) and submit your completed Driver Certification Form and Safety Agreement (Form 27) and Personal Vehicle Use Authorization Form (Form 28) found at <http://mtadamsinstitute.com/jobs/>

Questions? Contact Aaron Stanton at programs@mtadamsinstitute.com or 253.6534231

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.

Member Personal Vehicle Use Authorization:

Members using their personal vehicles for service and to attend MAI training events must meet the following vehicular requirements:

- There is a working seat belt for the driver and each passenger, and member will enforce the wearing of seat belts by all.
- Vehicle brakes, including the emergency brake, are in good working order.
- Vehicle tires have a legal tread depth (at least 3/32”).
- Vehicle brake lights, turn indicators and headlights are in good working order.
- Vehicle windows are clear and provide an unobstructed view for the driver.
- Vehicle has functioning rear view mirrors (center and left side).
- Vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- Vehicle has a rated capacity of ten passengers or less.
- If vehicle has dual airbags, member will not seat children under 12 or small persons in the front seat passenger seat.

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)
- Automobile Insurance Policy** that meets MAI minimum coverage requirements
- Driver Certification Form and Safety Agreement (Form 27)**
- Member Personal Vehicle Use Authorization Form (Form 28)**