



## AmeriCorps Position Description

Position Title	Refuge Technician (2 positions)
Partner Organization	U.S. Fish & Wildlife Service
Website	<a href="http://www.fws.gov/refuge/conboy_lake">www.fws.gov/refuge/conboy_lake</a>
Project Location	Conboy Lake National Wildlife Refuge: 100 Wildlife Refuge Road, Glenwood, WA 98619
Service Dates	April 29, 2024, to October 18, 2024 (940-hour position)

## About Mt. Adams Institute

[Mt. Adams Institute \(MAI\)](#) is a nonprofit organization based in the rural community of Trout Lake, Washington with a mission of strengthening the connection between people and the natural world through education, service learning, career development, and research. MAI's programming serves youth, adults, veterans and families in a variety of formats that embraces equity, diversity and inclusion. MAI is working to create opportunities to connect individuals with the natural world and to support those who are historically underrepresented in outdoor recreation and natural resource career fields.

Land Stewards is a career development program for young adults, ages 21-30, interested in learning more about public lands and natural resources management. The Land Stewards program places participants in a 25-week internship with agencies like the Forest Service, Fish & Wildlife Service and environmental nonprofits throughout Washington and Oregon.

## Position Summary

In partnership with the Mt. Adams Institute (MAI), the technicians will spend the service term removing invasive species that threaten the native flora and fauna of the Glenwood valley. Located in the remote and beautiful Conboy Lake National Wildlife Refuge, this field-based position is perfect for a person who has a passion for wildlife and is interested in learning more about management practices to protect and conserve endangered species. The position will alternate between hands-on conservation activities and office-based data recording. Successful candidates will need to be highly self-motivated to serve independently and on a team. Interns will also be expected to assist with invasive removal projects at other Fish & Wildlife Service refuges.

The Conboy National Wildlife Refuge is located in the small town of Glenwood, WA – population 500 people. Glenwood is 45 minutes from the larger towns of White Salmon, WA and Hood River, OR. It is two hours from Portland, OR. Interns live on site of the Refuge and can expect quiet nights, incredible views of Mt. Adams, access to recreational activities such as hiking, climbing, biking and kayaking, and first-hand experience with life in a rural Western town.

## Essential Functions

To include, but not limited to:

- Conduct bullfrog control using various methods such as egg mass removal, tadpole netting, and adult capture (including spending some nights capturing bullfrogs by hand in wetlands). Lethal control of invasive species is a regular part of this position.
- Conduct eDNA and auditory surveys for a long-term bullfrog survey with the USGS.

- Set and remove fyke nets in designated areas to capture invasive species (bullfrogs and brown bullhead catfish) that predate on the Oregon Spotted Frog. Gather environmental data at fyke net locations.
- Sort catch in fyke nets and count and measure invasive species removed from fyke nets. Lethal control of invasive species is a regular part of this position.
- Conduct invasive plant removal work to assist with meadow encroachment projects.
- Assist with other refuge projects such as biological surveys, reducing cattle trespass, and public events.
- Assist biologists at other FWS refuges with invasive species removal work
- Maintain and repair field gear as needed.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, career training, and graduation.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear MAI identifiers and required safety gear while performing service or attending official events.

## Position Requirements

### Service Site

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Be physically fit, able to walk long distances, and carry heavy loads.
- Be independent and able to serve sometimes in adverse weather conditions such as heat, rain, and cold nights.
- Ability to serve long hours with a small crew of people.
- Flexibility to change tasks as conditions change.
- Must be willing to travel.
- Regular and reliable attendance.
- Must be respectful and considerate of others in order to live in group housing on refuge.
- Comply with all Partner Organizations safety policies and procedures.
- Must follow all health and safety policies and procedures, including any changes that are implemented throughout the course of the program. Policies may include masking/social distancing, remote/virtual work/PPE, altered field duties, and other restrictions determined to be necessary to keep site staff, partners, and the public safe. Accepting a position means accepting the current requirements and any updates to those requirements while enrolled in the program.

### AmeriCorps

- 21-30 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
- Ability to commit to the full 25-week term of service.
- Attend mandatory MAI Orientation, April 29 – May 3, 2024, career training, and graduation.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Registry, state of service and state of residence criminal history check and a national FBI check. These are completed at no cost to the applicant.
- 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.

## Preferred Qualifications

- Current CPR & First Aid certification.
- Experience handling animals, particularly fish and amphibians.
- Experience catching bullfrogs.
- Experience entering data into Excel or MS Access.
- Experience driving pick-up trucks in muddy conditions.
- Experience removing invasive species.
- Experience with euthanasia.
- Interpersonal skills to navigate small group dynamics.
- Able to swim.

## Benefits

- \$11,250 living allowance (\$450 weekly) paid over term of service (Interns are paid once a month, on the 10th)
- \$3,697.50 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Child Care Reimbursement
- Live and work in a beautiful setting with many opportunities for outdoor recreation.
- Professional development, trainings and networking opportunities.
- Provide meaningful service to the local citizens and environment

## Housing

- Free housing - provided by service site. Housing is bunkhouse style and will be shared with other seasonal staff. The bunkhouse is located on the refuge compound, where the intern will report to work.
- All utilities (water, power, heat, Wi-Fi) are included. The bunkhouse has laundry, a full kitchen with two refrigerators, and two full bathrooms. The bunkhouse rooms provide a bed, dresser, and side table.
- The bunkhouse is stocked with all normal kitchen amenities, towels, bedsheets, cleaning supplies, etc.

## Transportation Information

- Project site is not accessible by public transportation.
- Agency vehicles are available for service-related work.
- A personal vehicle is required for off-duty travel.

## Other Considerations

- Glenwood, WA has a post office, general store, gas station, one small restaurant, and one food truck. The closest towns with full service grocery stores and resources are White Salmon, WA (40 mins away) and Hood River, OR (50 mins away). Cell phone service in Glenwood can be spotty to non-existent, especially on the refuge. Wifi-calling is possible in the bunkhouse and office buildings. The bunkhouse also has a landline phone. More resources and information about the service site will be provided to the applicant during and after the pre-interview.
- You will be living with seasonal Mt. Adams Resource Stewards employees, who are hired to work on the bullfrog removal project full time.

## Equal Opportunity Employer

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

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## How to Apply

Email the following documents to Kendra Graham at [kendra@mtadamsinstitute.org](mailto:kendra@mtadamsinstitute.org):

- Resume
- Cover Letter (one page; one for each position; include your motivation for applying. Please also include your outdoor experience as it relates to the position if it is not represented in your resume.)
- Three Professional References (former supervisors - military, civilian, or academic)
  - Include - Name, Title, Relation to you, email & phone number.

## Interview Process

1. Mt. Adams Institute

- Screens Applications
  - Conducts pre-interviews
  - Recommends applicants for Service Site interviews.
2. Service Sites
- Interviews candidates
  - Conducts reference checks
  - Recommends placement

### Additional Information

- More information at [Land Stewards Frequently Asked Questions](#)
- Cover letter information can be found at [www.macsl.org/articles/cover-letters](http://www.macsl.org/articles/cover-letters)

### Questions? Contact:

Kendra Graham

Land Stewards Program Coordinator

[kendra@mtadamsinstitute.org](mailto:kendra@mtadamsinstitute.org)

[mtadamsinstitute.org](http://mtadamsinstitute.org)



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