

Public Services Program Resource Assistant

Great Basin Institute / Eldorado National Forest (Placerville, CA)

Description:

The Great Basin Institute, in cooperation with Eldorado National Forest (Placerville, CA) is recruiting a Public Services Program Resource Assistant (RA) to support various aspects of the Forest's Public Services Program's schedule of work. The RA will support Forest staff with a variety of tasks, such as special uses administration, recreation site management/planning, OHV grant management, INFRA Rec site/trails updates, visitor information services, volunteer coordination, Great American Outdoors Act (GAOA) project support, and other related tasks.

Primary Responsibilities:

- Assist with program management reporting for public services, such as: INFRA database updates for trails and recreation sites, OHV Grant accomplishment reports and payment request packages, National Visitor Use Monitoring (NVUM), partner agreement project accomplishments, and wilderness stewardship/character monitoring.
- Develop public education and outreach articles, social media posts, recreation opportunity guides, interpretive signs, and other products on recreation-related topics of local interest.
- Work with recreation staff, landscape architect, and/or public information officer to develop materials and deliver products to interested public following Forest Service standards.
- Assists with special use authorization administration, including: screening proposals, inspections, billing, renewal, terminations, revocations, or suspensions and completing appropriate documentation to support action.
- Assist with administration of the Forest Service and concession recreation site management.
- Conduct recreation site inspections, real property inventories, gather and summarize visitor comments and route for any needed response, update recreation site opening/closing dates, and assist District staff, as requested.
- Assist with Recreation.gov facility page management and updates.
- Facilitate Visitor Information Service staff updates for current information and status of various public service program areas, such as: recreation site status, special events, weather conditions, fire or other emergency information impacting visitors, etc.
- Serve as a backup for staffing visitor centers and/or phone lines to provide information to visiting public.
- Assist Program Manager with Grants and Agreements administration by assisting with drafting agreement instrument, financial plan, scope of work, invoice review, and project accomplishment reports. Assists District staff with scheduling of Forest-wide partner crews/staffing and needed logistics to complete project work.

This position support mission critical programs of work and is supported through the Forest Service Resource Assistants Program (RAP). RAP participants who successfully complete their appointment will receive a Direct Hire Authority (DHA) certificate. The DHA certificate allows the individual to be appointed into a permanent Forest Service position, ideally related to the focus of their RAP appointment and with the Forest that hosted the participant. For more information about this program, please visit the [USFS's RAP website](#).

Timeline:

- 26-week appointment beginning September 20, 2021 – late March, 2022
- Full time (40 hours/week)

Location:

Eldorado National Forest Supervisor's Office is located in Placerville, California. Placerville is a full-service community with a variety of grocery stores and other shopping options, medical offices and a hospital, elementary schools through community college, restaurants, and churches of many denominations. Typical weather is warm, dry summers, and cold, wet winters. There is significant snowfall at higher elevations. The Forest and surrounding communities offer a wide variety of recreational activities. There are lakes, reservoirs, several cross-country and downhill ski areas, two unique wilderness areas (Desolation and Mokelumne), over 40 developed campgrounds, several resort areas, golf courses, and outstanding local wineries and breweries. Opportunities abound for skiing, water sports, mountain biking, OHV travel, rock climbing, fishing, hunting and hiking. Within 30-45 minute drive of the Forest are the communities of Jackson, South Lake Tahoe, and Sacramento, which offer additional recreational and cultural activities.

Compensation and Benefits:

- Wage: \$17.50/hour (\$700/week)
- Housing:
 - Stipend: \$1,000/month
 - Onsite housing may be provided
- Commuter Stipend: \$50/month
- Eligibility for the RAP Direct Hire and Noncompetitive Hiring Eligibility authorities for 2 years after successful completion of the program
- Paid personal leave and holidays
- Medical, dental, and vision insurance available at no cost
- Opportunity to participate in numerous trainings and workshops

Qualifications:

Technical requirements:

- Bachelor's degree (required) or higher education and relevant coursework in recreation/wilderness management, natural resources, biological sciences, social sciences, GIS or other related fields or equivalent field experience;
- Work experience in recreation operations, such as maintaining campgrounds or day use areas, working in visitor centers, trail crew member, etc. (required);
- Demonstrated ability to communicate clearly, both orally and in writing, in a professional setting (required);
- Familiarity with use of various computer programs/systems, such as Microsoft Teams, Microsoft Office, Special Uses Data System (SUDS), Natural Resource Manager (NRM), ArcMap, etc. or the demonstrated ability to learn;
- Experience using a GPS unit and/or USGS topographic maps and a compass to navigate;
- Prior experience utilizing ArcGIS software, desirable but not required;
- Experience writing project reports and/or presenting technical data in an organized and understandable manner;

Additional requirements:

- Experience in providing visitor information and/or conducting interpretive education programs related to recreating on public lands (preferred);
- Demonstrated ability to be open to learning new skills, as well as ability to follow-through by utilizing those skills;
- Organizational skills to effectively plan and complete assigned workload within defined timelines;
- Ability to work both independently and as part of a team, sometimes in remote environment; and,
- Possess a valid, state-issued driver's license and clean driving record.

How to Apply:

Please visit our employment web page to apply directly through our online portal:

<https://www.vscyberhosting.com/greatbasin/Careers.aspx?req=2021-RAP-050&type=JOBDESCR>

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.