



Job Announcement

Assistant Recreation Manager

1 Position – Granite Falls, WA

Please respond by April 26, 2024

The Northwest Youth Corps (NYC) in partnership with the United States Forest Service (USFS) Mt. Baker-Snoqualmie National Forest is advertising for one Assistant Recreation Manager Resource Assistant. The position will be located at the Verlot Service Center on the Darrington Ranger District of the Mt. Baker-Snoqualmie National Forest. This is an 8-month (32-week) full-time work experience from approximately July 2024 to February 2025.

Created in 1984 and modeled after the Civilian Conservation Corps of the 1930s, NYC is a non-profit job training and experiential education program for youth and young adults to learn and work in the field of natural resource management. NYC will recruit and hire the selected Resource Assistant candidate and be the employer of record, providing personnel and Human Resources needs during the placement; the daily activities of the RA will be primarily under the direction of Forest Service staff.

The Position

The [Resource Assistant Program](#) is a rigorous and immersive paid internship for individuals interested in Forest Service careers. Resource Assistants (RAs) work with Forest Service staff to complete mission-critical work that demonstrates leadership, critical thinking, and strategic communication. Through direct training, experience, and exposure, RAs gain the tools to launch their natural and cultural resource careers.

The selected Resource Assistant will support the Mt. Baker-Snoqualmie National Forest in managing recreation field activities along the popular Mountain Loop Highway which is considered urban proximate to the Seattle Metropolitan area.

This position will work directly for the Darrington Ranger District Developed Recreation Manager and provides oversight of a highly complex Public Services program. Primary focus will be on the developed/dispersed recreation along the Mountain Loop Highway. Granite Falls is within a 1-hour drive from the Puget Sound Metropolitan area (Seattle) and the Darrington Ranger District is a very active recreation destination.

The District covers over one half million acres. Hiking, camping, mountaineering, and backpacking are among popular recreational activities in the Puget Sound area and the Darrington District is one of the larger suppliers of these opportunities. The district encompasses three designated wilderness areas, the Skagit Wild and Scenic River System, numerous campgrounds, over 344 miles of trail, the historic Verlot Public Service Center and the Mountain Loop Scenic Byway.

We seek a candidate who has experience leading recreation field crews, volunteer coordination, and community engagement. The successful candidate will demonstrate an ability to work independently, possess strong written and oral communication skills, will have tendency towards leadership, have a passion for stewardship, and have a knowledge of concepts regarding outdoor recreation management.

This position will perform work at the equivalent of a GS-6 to GS-8 position in the federal service (visit <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/> for more information).

Program Benefits:

- \$19,200 stipend, prorated monthly throughout internship
- \$1,000 monthly housing allowance (total of \$8,000, Forest Service housing may be available)
- \$2,750 for work-related training and professional development opportunities
- \$50 monthly commuter allowance (total of \$400)
- 56 hours of available PTO
- Health care coverage offered, workers compensation, and FICA/Medicare
- RA will have special United States Forest Service Direct Hire Authority upon completion of a minimum of 960 hours of service

Position Requirements:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in disciplines appropriate to the position. Preferred degree programs include recreation and tourism management, planning or public policy, any natural resource fields (e.g., forestry, wildlife, ecology, fisheries, etc.), environmental studies, or other similar programs; however, any degree will still be considered.
- Applicants must be U.S. citizens or permanent residents and over 17 years old.
- Valid state driver's license and ability to operate a motor vehicle by the time of employment. Government vehicles are available for work-related travel. RAs are responsible for travel to and from duty station.
- Successful completion of a background check.
- Availability to work weekends.

Position responsibilities will include:

- Serves as the Assistant Recreation Manager.
- Works closely with and coordinates daily workload with area Recreation Manager.
- Oversees Verlot Public Services center operations and provides leadership to visitor center staff.
- Helps provide leadership in the accomplishment of the district's annual recreation program goals/objectives.
- Helps manage the execution of the unit's dispersed/developed recreation plans.
- Actively coordinates recreation field crews, volunteers, and partners in support of program goals.
- Oversees maintenance of front country facilities.
- Coordinates operations and maintenance of more than 30 developed and dispersed recreation sites along the Verlot Recreation Corridor, including cleaning bathrooms, removing trash, and maintaining overall cleanliness of trailhead facilities.
- Takes inventory of needed supplies and communicates needs for ordering/restocking.
- Serves as the collection officer - collects and processes recreation fee revenue.
- Installs and maintains visitor information boards, travel signs, regulatory signs, and other signs associated with recreation sites, travel management, and public safety.
- Performs safety hazard analyses of public recreation areas and takes or recommends corrective action.
- Submits and manages grant proposals that support field operations and maintenance.
- Supports youth and community engagement efforts located within management area.
- Ability to gather then process spatial data using GPS and ARCGIS.

Successful candidates will demonstrate:

- Cultural competency and demonstrated ability to successfully lead a team and work collaboratively in a fast-paced environment.
- Commitment to incorporating equity and inclusion in all aspects of work.
- Confidence to manage groups of people in different settings, especially outdoors with an emphasis on safety and risk management.

- Ability to respond professionally to a variety of situations that may arise quickly.
- Ability to problem solve maintenance issues in the field.
- Ability to perform physically strenuous tasks in an outdoor setting.
- Strong writing and public speaking skills.
- Self-starter with the ability to work independently.
- Appreciation for working in the great outdoors and with the community at large.

ABOUT THE MT. BAKER-SNOQUALMIE NATIONAL FOREST

The Mount Baker-Snoqualmie National Forest comprises 1.7 million acres of land extending 140 miles along the western slopes of the Cascade Mountains from the Canadian border to Mt. Rainier National Park. The Forest covers portions of Whatcom, Skagit, Snohomish, King, and Pierce Counties. Together, these counties contain over 55 percent of the state’s total population. Nearly five million people live in or near the Puget Sound metropolitan area. Another two million people live in southwest British Columbia and make frequent use of the Forest. This coupled with the fact that four major mountain passes cross the Cascades through the Mt. Baker-Snoqualmie National Forest, makes this one of the most visited National Forests in the country.

Application Instructions

Application Deadline: April 26, 2024

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: July 2024-February 2025

Length of Term: 1280 hours/32 weeks/8 months

How to apply:

Please submit a **cover letter, resume, and contact information for three professional references** and completely fill out the application form found at

https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships

Please select “Mount Baker-Snoqualmie NF – Assistant Recreation Manager Resource Assistant” when applying.

Additional Information:

If you have questions about working for Northwest Youth Corps, please reach out to Internship Program Coordinator Abi Snow at abigails@nwyouthcorps.org. If you have questions about the position, please reach out to Ashley Ross with the Mt. Baker-Snoqualmie National Forest at ashley.ross@usda.gov.

All job offers are contingent upon the completion of a satisfactory background check (criminal history and driving history).

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