



## Job Announcement

**United States Forest Service – Rogue River–Siskiyou National Forest**  
**Visitor Information Resource Assistant**  
**1 Position – Cave Junction, Oregon**  
**Please respond by APRIL 26, 2024**

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### **Delivering Benefits to a Multicultural Public – Resource Assistant Program**

The Northwest Youth Corps (NYC) in partnership with the United States Forest Service (USFS) Rogue River–Siskiyou National Forest is advertising for one Visitor Information Resource Assistant. The position will be located on the Rogue River–Siskiyou National Forest, which includes the Wild Rivers Ranger Districts (if applicable). This is an 8-month full-time work experience from approximately July 2024-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 RA candidates providing personnel and Human Resources HR needs during the placement.

#### **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.

Through a partnership with Northwest Youth Corps, the selected Resource Assistant will support the Rogue River–Siskiyou National Forest in visitor information services and other miscellaneous activities. This is an immersive professional internship that requires a skillful and confident applicant who can manage a busy workload and learning opportunities with the support of permanent staff. This position will perform work at the equivalent of a GS–5 position in the federal service. Visit <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/> for more information.

#### **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 outdoor recreation or biological science. However, any degree will still be considered.
- Applicants must be U.S. citizens or permanent residents and over 19 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.

#### **Program Benefits**

- \$20,400 living stipend, prorated monthly throughout 8-month internship
- \$1,200 monthly housing allowance
- \$2,750 reimbursable funds for work-related training and professional development opportunities

- \$50 monthly commuter allowance
- 56 hours of available PTO
- Workers compensation, FICA/Medicare, and optional [health care coverage](#) (monthly premiums covered)
- RA will have special United States Forest Service Direct Hire Authority upon completion of a minimum of 960 hours of service

**Position Responsibilities will include:**

- Greet visitors, answer phones and effectively respond to customer inquiries and requests
- Serve as a collections officer to sell maps and issue permits, as well as follow Forest Service protocol for processing collected monies
- Perform daily duties to maintain the reception area and front desk
- Handle clerical activities such as processing mail and updating phone lists
- May be assigned to miscellaneous tasks such as assisting recreation or public affairs staff

**Successful candidates will demonstrate:**

- Ability to communicate effectively orally and in writing. Strong organizational skills. Ability to work independently and with others.
- Skill in using current desktop publishing software and equipment technology applicable to electronic and print publication procedures and word processing, including experience in Microsoft Office and Adobe software.
- Ability to gather and verify facts and to develop information that is clear and meaningful to the intended audience.
- Ability to review and/or edit reports prepared by others and to ensure that material conveys information that the writer intended, and that areas of misunderstanding or ambiguities are eliminated.

**About the Wild Rivers Ranger District**

The Wild Rivers Ranger District is known for its wild rivers, botanical diversity, old growth forests, and rugged character. Located in beautiful Southwest Oregon, it extends from west of the city of Grants Pass to the middle of the Kalmiopsis Wilderness, from Northern California to the Rogue River and the lower portion of the Applegate Valley. Major access routes are Interstate 5 and Highway 199. It is situated in the center of remote forest lands with the Kalmiopsis Wilderness in the north and west, the Siskiyou and Red Buttes Wilderness in the south, and many sparsely roaded acres in between.

The terrain varies from 1000' elevation up to 6000' along the California border. Douglas fir, incense cedar, white oak, madrone, black oak, white fir, ponderosa pine, and sugar pine dominate the forested slopes at lower elevations, with western hemlock, Douglas fir, White fir, and several kinds of cedars abundant in the higher areas. Much of the diverse landscape is the result of the Siskiyou Mountain range's geologic diversity and age. Rogue River-Siskiyou National Forest Outreach "Caring for the Land and Serving the People"

**About the Communities**

Cave Junction is 12 miles north of the California border 30 miles southwest of Grants Pass is home to the Wild Rivers Ranger Station. With a population of 1,900 it is the major town in the beautiful Illinois Valley.

The area offers hiking, fishing, rafting, kayaking, bicycling, sledding and much more. In the mountains you can camp, hunt, hike or explore the Kalmiopsis Wilderness Area where the plant life is a botanical wonder. Nearby

golf courses include the Grants Pass Golf Club an 18-hole semi-private course and the Illinois Valley Golf Course, A 9-hole par 36 course located in Cave Junction. Near Cave Junction is the state's first national monument, the Oregon Caves.

The Pacific Coast is about a one-hour drive from Cave Junction and the Wild Rivers Ranger Station. The coast boasts tide pools, beautiful beaches, and plenty of lodging and restaurants. On the way, travelers will pass through the Redwoods National Park.

The weather in the winter is cool and wet with temperatures ranging from the mid 20's to mid 40's and summers are warm and dry with temperatures mainly in the 80-100-degree range. The average rainfall is about 45 inches. It snows in the higher elevations, but the valley floor gets snow about once or twice in the winter and rarely lasts more than a day or two. Housing: Home prices are from \$225,000 and up, and rents are from \$1,185 and up for a 3-bedroom, 2-bath home. No government housing is currently available. Medical Facilities: Both Grants Pass and Cave Junction offer primary care professionals, pharmacies, optometrists, dentists, chiropractors, and other health services. Three Rivers Medical Center, located in Grants Pass, is the regional hospital. Education: The Three Rivers School District and Rogue Community College serve both Grants Pass and Cave Junction along with a handful of private schools.

### **About the Rogue River-Siskiyou National Forest**

The Rogue River-Siskiyou National Forest covers 1.8 million acres in southwest Oregon and northwestern California, primarily in the watershed of the Rogue River. It encompasses parts of the Cascade Mountains, Siskiyou Mountains, and Oregon Coast Range. The Forest is recognized for its biological diversity, scenery, and outdoor recreation opportunities.

Located in southwest Oregon, along the California/Oregon state line and bordering the Klamath National Forest to the south, the Fremont-Winema Forest to the east and the Umpqua National Forest to the north, the Rogue River-Siskiyou National Forest ranges from the crest of the Cascade Mountains west to the Siskiyou Mountains and nearly to the Pacific Ocean. The Rogue River-Siskiyou National Forest covers almost 1.8 million acres and is unique in its botanical diversity, largely due to the bisection of the South Cascades and Siskiyou Mountain Ranges.

The Forest is also home to an incredible abundance of Wild and Scenic Rivers (over 200 designated miles among the Rogue, Chetco, Illinois, Elk and Smith Rivers), seven wilderness areas (350,000 acres), outstanding fisheries and wildlife resources and ruggedly breathtaking landscapes of mountains, rivers, and lakes with occasional meadows.

The Rogue River National Forest (until 1932 called the Crater National Forest) was established by President Theodore Roosevelt in 1908. The name Rogue River commemorates the Takelma Indians, whose defense of their homeland let early day French-Canadian trappers to call them les Coquins, "the Rogues." The Siskiyou Forest Reserve was established by President Theodore Roosevelt in 1905, and the Reserve was designated as the Siskiyou National Forest in 1907. The name Siskiyou is a Cree Indian word for bob-tailed horse (bestowed in 1828 by French Canadians working for the Hudson Bay Company).

The Forest itself is composed of two distinct geological provinces – the Cascade Range and the Siskiyou Mountains. The Cascade Range is dominated by snowcapped volcanic peaks such as 9,495- foot Mt. McLoughlin located within the Sky Lakes Wilderness on the High Cascades Ranger District. The Siskiyou area embodies the most complex soils, geology, landscape, and plant communities in the Pacific Northwest. World-class wild rivers, biological diversity, remarkable fisheries resources, and complex watersheds define the Siskiyou. The Rogue River-Siskiyou is the most floristically diverse National Forest in the country with some extraordinary botanical resources. The unique character of the landscape has led to the designation of over 340,000 acres of the Forest as wilderness, and over 200 miles of streams as National Wild and Scenic Rivers. Wilderness areas managed all or in part by the Forest include: Sky Lakes, Rogue-Umpqua Divide, Red Buttes, Kalmiopsis, Siskiyou, Wild Rogue, Grassy Knob and Copper Salmon. National Wild and Scenic Rivers include: Upper Rogue, Illinois, North Fork Smith, Chetco, Elk, and Rogue.

The Forest Supervisors office is co-located with the Medford District of the Bureau of Land Management in Medford, OR and is adjacent to the Rogue Valley International Airport. The Forest administers five ranger districts. On the west side of the forest, the Gold Beach Ranger District office is in Gold Beach and the Powers Ranger District office is in Powers. On the east side of the Forest, the Siskiyou Mountains Ranger District office is in the community of Star in the Applegate Valley; the High Cascades Ranger District office is co-located in Prospect and Butte Falls; and the Wild Rivers Ranger District is co-located in Cave Junction and in Grants Pass at the Grants Pass Interagency Office.

The forest leadership team manages a large and complex resource management program, including over 2 million recreation visitors per year, 30 to 40 MMBF of timber harvest per year and a significant wildlife and fisheries programs recognized for collaborative aquatic restoration projects. Several volunteers and partners associated with forest collaborative and restoration work have received national and regional recognition for their efforts. Natural resource management interest is high in the local and diverse rural and urban communities, representing opposing ends of the socio-political spectrum, from environmental advocacy groups to historically active mining communities.

The large natural resource program requires an extensive forest infrastructure, consisting of approximately 5,500 miles of roads, 133 road bridges, over 1,500 miles of trails, 326 developed recreation sites including the Mount Ashland Ski Area, 9 major administrative sites, including the Medford Air Tanker Base, the Siskiyou Rappel Base, and the J. Herbert Stone Nursery, one of the largest nurseries in the nation.

For additional Rogue River-Siskiyou National Forest information, click [here](#).

## Application Instructions

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**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:** 8 months/34 weeks

### 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](https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships)

Please select “*Rogue River–Siskiyou National Forest - Visitor Information Resource Assistant*” when applying.

### Additional Information

If you have questions about the position, please reach Northwest Youth Corps Internship Program Coordinator Abi Snow at [abigail@nwyouthcorps.org](mailto:abigail@nwyouthcorps.org), 541-654-4704 or Rogue River–Siskiyou National Forest Wild Rivers Ranger District’s Support Services Specialist Mindy Prieur at (541) 592–4000.

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

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