
USFS – Spearfish, South Dakota

Apply for this Job Department: USFS

Employment Type: Intern

Minimum Experience: Entry-level

Compensation: $500/week

Join us. Do work that matters! In partnership with US Forest Service, MobilizeGreen seeks a Special Uses Intern to be based in Spearfish, SD, who will receive training to perform most all of the duties associated with administering the Northzone of the Black Hills National Forest’s Special Use Program. The Forest Service provides services that support our national policy and federal land laws. The Agency’s Special Uses Program authorizes uses on National Forest System land that provide a benefit to the general public and protect public and natural resources values. Each year, the Forest Service receives thousands of individual and business applications for authorization for use of National Forest System land for such activities as water transmission, agriculture, outfitting and guiding, recreation, telecommunication, research, photography and video productions, and granting road and utility rights of ways. The intern will administratively support the processes behind proposal evaluation, acceptance or rejection, the application, regulations, personnel, customers, etc. The intern may also process the resolution of trespasses. The intern will also learn how requests affect the publics’ use and natural resources of National Forest System land. This position primarily works to reduce the backlog of non-recreation and lands special use proposals. The intern may also process or assist with processing some recreation special uses; may qualify as a collection officer; may qualify as an all-terrain vehicle operator; will attend R2 Basic Special Uses Database Class; and may volunteer, if physically capable to pass a physical and stress-test, to attend the 1-week Forest Service fire school to qualify for the Forest fire fighting militia.

Term:
- Monday through Friday, Full Time (40hrs/week)
- 37 weeks, Immediately

Benefits:
- $500/week stipend/living allowance for full time
- Monthly housing stipend
- Healthcare eligibility
- 2-year non-competitive hiring certificate (after successful completion of 960 hours)
- Hands on learning and job training experience

Duties & Responsibilities

**Special Uses Non-recreation and Recreation Assignments**
- Data entry for Special Use Database
- Process centralized billing, proposals, and applications for maintenance and record keeping
- May assist with initiating, administering and monitoring recreation event permits; including winter
- May assist with ranger station front desk services as a collection officer
- May assist with recreation cabin inspections, data collection and proposal processing
- Provide administrative support to the Northzone Special Use Program Manager
- Develop knowledge on Forest Service regulations and policies, like National Environmental Policy Act, public land law and regulations, etc.

**Partnership/ Public Interaction**
- Intern must have excellent listening, verbal and written communication skills as they will be required to work in the field with permittees.

**Volunteer Programs**
- This intern may coordinate with volunteer organizations.
- This intern will work with volunteers & may assist with front desk duties at a ranger district office.
- Review, inspect, and analyze permit process related to natural resource management
- Provide excellent customer service to private owners and businesses
- Provide strong verbal and concise written communication to forests/units, other federal and state agencies, corporations, volunteer groups, and individual members of the public

**Experience & Qualifications**
- Education or experience with business, pre-law, realty, or geographic information systems (no degree needed)
- Strong verbal and written communication – fluent with “The Elements of Style” by Strunk & White
- Customer service experience
- Proficient in Microsoft, Excel; familiar with Access-type database & geographic information systems
- May travel 1-2 days per week (almost never overnight)
- Available to attend Region 2 Basic Special Uses Class

**Work Environment**
We mostly work in an office setting where there is adequate light, heat and ventilation and sometimes in the forest environment which involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold temperatures. Special safety precautions are required, including protective clothing or equipment, when warranted by the job. This work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. The work may require lifting of objects up to 50 pounds.

Requirements:
- US Citizen
- Valid Driver's License
- Background check

To apply: please complete this link by June 15, 2018. Applications/interviews on rolling basis. Position open until filled.