



# Oregon Department of Forestry

## INTERN JOB DESCRIPTION

### Tillamook District

### Recreation Internship

#### Job Duties:

Interns participate in a variety of Recreation Program activities and projects including: campground operations and management, motorized and non-motorized trail maintenance and development, public contact, visitor information and education activities, volunteer project coordination, and visitor use and dispersed site monitoring.

Campground operations and management duties include fee collection, preparing bank deposit reports, preparing visitor use reports from collection receipts, providing support for the campground hosts, providing information to campers, and completing daily campground maintenance.

The Tillamook State Forest is one of the more popular off-highway vehicle (OHV) use areas in Oregon and a growing destination for hikers, mountain bikers, and horseback riders. Duties associated with trail management involve completing trail condition survey reports, working with other staff to develop trail maintenance strategies, assisting with trail location projects, working with volunteers, youth corps crews, forest inmate crew supervisors, or other Oregon Department of Forestry (ODF) staff to complete trail maintenance or trail development work, and using GPS technology to map new and existing trails.

Interacting and working with the public is a key element of the job. Duties in this area involve visiting with the public at developed and dispersed recreation sites, distributing maps and other information about the forest, patrolling the forest road and trails and making contact with recreation users, developing and posting signs on information boards, and completing courtesy OHV compliance checks for spark arrestors, all-terrain vehicle stickers, and appropriate noise levels.

Monitoring public use on the forest is an important element of the Recreation Program. Duties associated with public use monitoring involve checking and maintaining traffic counters, documenting visitor use at developed and dispersed use sites, and inventorying dispersed recreation site areas.

ODF relies heavily on volunteer support to help meet Recreation Program goals. Volunteers play a role in campground operations, trail planning, maintenance, management, and development. Duties in this area involve supporting campground host volunteers, coordinating volunteer trail maintenance or trail construction activity, and participating in trail planning meetings.

The Recreation Program Interns gain valuable hands-on experience, learn about other ODF programs, provide a valuable service to the public, and have fun along the way.

#### Location:

This position is located out of the Tillamook District office located in Tillamook, Oregon. Tillamook is located on Oregon's north coast about 8 miles east of the coastline. A majority of the work takes place on the Tillamook State Forest, a 350,000-acre forest in the Coast Range.

#### Timing:

The season lasts from late May through mid-September. Start dates are negotiable. The regular work schedule for this position is Thursday through Monday with Tuesdays and Wednesdays off.

#### Qualifications:

You must be a college student currently enrolled in a forestry-related curriculum or program and be returning to college following the period of employment. A valid driver's license and the physical ability to perform strenuous work in a forest environment are required. Eligibility to work in the United States is required.

#### Working Conditions:

Work is performed in the forest on steep, brushy, uneven ground in all types of weather. Weekend, evening, and holiday work is required.

#### To Apply:

Applications are accepted in January and February every year for the following summer. Any application received after that timeframe will be considered as vacancies allow. Application materials and instructions are available on the Oregon Department of Forestry website, [www.oregon.gov/ODF](http://www.oregon.gov/ODF), under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.