



Oregon Department of Forestry

INTERN JOB DESCRIPTION

Astoria District

Job Duties:

- **Recreation Intern**

An Intern assigned to the Recreation Program in the Astoria District will conduct personal contacts with forest users and support district recreation staff in trail and facility operations and maintenance. They will plan and prepare public outreach and interpretation projects. They will also assist in supporting other district recreation staff in facility operation and maintenance, campground user contacts, fee collection and other duties as assigned. The Intern will receive exposure and training with forest management, fire suppression, engineering, and forest stewardship programs.

- **Forest Management/Reforestation/Engineering Intern**

An Intern assigned to the Timber Management, Reforestation, and Engineering Teams in the Astoria District will assist with timber sale cruising and sale administration, collect field data for engineering, reforestation and timber management field projects, attend training sessions, assist with road layout for timber sales, assist with road design and centerline projects, assist with forest practices issues and perform other related duties.

Location:

Interns will work out of the Astoria District office located in the northwest corner of the state on the Oregon Coast.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry INTERN JOB DESCRIPTION

Coos District Coos Bay

Forest Management Internship

Job Duties:

Inventory

- Inventory young stands (25-30 years old) for volume, density, vegetation, down logs and snags.
- Inventory reforestation stands for stocking densities and competing vegetation.
- Locate and mark the locations of stand inventory plots on the ground and on aerial photos.
- Record stand inventory on field data recorder and download into the computer.

Stream Surveys

- Identify extent of perennial stream flows associated with proposed timber sales.
- Locate and mark stream flows on the ground and on aerial photos.
- Map locations in ArcView on computer.

Timber Sale Layout and Cruising

- Mark timber sale boundaries on commercial thinning units.
- Assist in developing cruise plans and cruising timber.
- Record cruise data on plot cards or field data recorder and input into the computer.

Training and Safety

- Attend training sessions, safety meetings, planning sessions and conferences.

State Lands and Forest Practices Program

- Assist individuals in reforestation, engineering, and forest practices/service forestry with assigned tasks.

Location:

This position is located at the Coos District office located in Coos Bay, Oregon. Coos Bay is located on the southern Oregon coastal highway about 120 miles north of the Oregon/California border. The district is responsible for the management of the 93,000-acre Elliott State Forest.

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. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

Forest Grove District

Forest Management Internship

Job Duties:

Timber Sale Preparation:

- Assist in preparation of timber sales, both partial cuts and clear cuts.
- Recon proposed sales for possible sale boundaries, road location and landing location.
- Post timber sale and right-of-way boundaries.
- Assist with timber cruising and data collection for stand density management.
- Assist in office work involving preparation of cruise reports, timber appraisals, contract provisions, maps and other work required for preparing timber sale contracts.

Engineering:

- Assist in locating grade lines and centerlines for forest roads.
- Assist with property line surveys.

Timber Sale Administration:

- Assist with inspection of active timber sales to insure compliance with timber sale contracts and the Forest Practices Act.

Silviculture:

- Assist in data collection for reforestation and young growth management activities, project planning and treatment recommendations for site preparation, release, and pre-commercial thinning.
- Assist with inspections of silvicultural projects to insure compliance with contracts.
- Assist with field layout.

Special Forest Products:

- Assist in preparation of timber salvage, firewood, and other special product sales by assisting posting of boundaries, appraising values and preparing contracts.
- Assist with inspection of special sales to ensure compliance with permits and special sale contracts.

Other Activities:

- May respond to fire emergencies, either in direct support of fire action or filling in for those employees directly assigned to a fire.
- Participate in required training as determined by the Unit Forester.
- Participate in Forest Practices administration and enforcement activities.
- Provide public information and education as assigned.

Location:

This position is located out of the Forest Grove District office, approximately 30 miles west of Portland, Oregon. A majority of the work takes place on the Tillamook State Forest, a 364,000-acre forest located in the Coast Range Mountains of northwest Oregon.

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. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

Forest Grove District

Recreation Internship

Job Duties:

Interns participate in a variety of Recreation Program activities and projects including: campground operations and management, off-highway vehicle, mountain bike, hiking, horse 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 and in 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 Forest Grove District office, approximately 30 miles west of Portland, Oregon. A majority of the work takes place on the Tillamook State Forest, a 364,000-acre forest located in the Coast Range Mountains of northwest Oregon.

Work Season:

The work season is generally late May through mid-September. Start and end dates depend on school schedules and are negotiable. Recreation internship positions require evening and weekend work.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information. You may also contact:

Randy Peterson
Recreation Unit Supervisor
(503) 359-7470
Rpeterson@odf.state.or.us



Oregon Department of Forestry INTERN JOB DESCRIPTION

Southwest Oregon District Grants Pass Unit

Forest Management Internship

Job Duties:

Road Layout and Property Line Surveys

- Work with Road Specialists designing roads.
- Conduct property line surveys.

Timber Sale Layout and Cruising

- Mark timber sale boundaries on commercial thinning units.
- Assist in developing cruise plans and cruising timber.
- Record cruise data on plot cards or field data recorder and input into the computer.

Training and Safety

- Attend training sessions, safety meetings, planning sessions and conferences.
- Attend fire training.

State Lands and Forest Practices Program

- Assist individuals in reforestation, engineering, and forest practices/service forestry with assigned tasks.

Fire Program

- One of the primary missions of the department is wildfire suppression. The intern may be required to assist in fire fighting activities.

Location:

This position is located at the Southwest Oregon District in Grants Pass, Oregon. The office is located about five miles north of Grants Pass off of Interstate 5. Grants Pass is about 60 miles north of the California border. This district is responsible for the management of 18,000 acres of State Forest Lands. The forests in Southwest Oregon are extremely diverse mixed conifer/hardwood stands of timber. Southwest Oregon is a challenging and exciting place to work.

Availability:

Students from a quarterly school available from July through September will be best suited for this district.

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. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry INTERN JOB DESCRIPTION

North Cascade District Santiam Unit in Lyons

Forest Management Internship

Job Duties:

Timber Sale Preparation:

- Assist in preparation of timber sales, both partial cuts and clear cuts.
- Recon proposed sales for possible sale boundaries, road location and landing location.
- Post timber sale and right-of-way boundaries.
- Assist with timber cruising and data collection for stand density management.
- Assist in office work involving preparation of cruise reports, timber appraisals, contract provisions, maps and other work required for preparing timber sale contracts.

Engineering:

- Assist in locating grade lines and centerlines for forest roads.
- Assist with property line surveys.

Timber Sale Administration:

- Assist with inspection of active timber sales to insure compliance with timber sale contracts and the Forest Practices Act.

Silviculture:

- Assist in data collection for reforestation and young growth management activities.
- Project planning and treatment recommendations for site preparation, release, and pre-commercial thinning.
- Assist with inspections of silvicultural projects to insure compliance with contracts.
- Assist with field layout.

Special Forest Products:

- Assist with posting of permit and sale areas for special forest products and inspection of special sales to insure compliance with permits and special sale contracts.
- Assist in preparation of cedar and timber salvage, firewood, and other special product sales by assisting posting of boundaries, appraising values and preparing contracts.

Other Activities:

- May respond to fire emergencies, either direct support of fire action or filling in for those employees directly assigned to a fire.
- Participate in required training as determined by the Unit Forester.
- Participate in Forest Practices administration and enforcement activities.
- Provide public information and education as assigned.
- Other duties as assigned.

Location:

This position is located at the Santiam Unit office of the North Cascade District. The office is located in Lyons, Oregon, about 25 miles east of Salem in the foothills of the Cascade Range. The Santiam Unit is responsible for the intensive management of the 47,714-acre Santiam State Forest.

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. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

North Cascade District Santiam Unit in Lyons Recreation Internship

Job Duties:

Recreation Management:

As part of the Recreation management team at the Santiam State Forest, the Recreation Intern focuses on a variety of recreation, forest education and natural resource management issues. The Intern provides visitor assistance, regulatory enforcement and site maintenance throughout the forest. Tasks may include:

- Assist with the development of new recreation facilities and trails.
- Maintain existing facilities and recreation areas.
- Assist with rehabilitation of recreation resources and sites degraded by misuse or overuse.
- Lead volunteer and work crews.
- Provide visitor assistance, respond to requests for information and ensure that visitors follow regulations while visiting the forest.

Forest Education/Interpretation:

The Recreation Intern assists staff with implementing the Santiam State Forest Education Program. This program provides field trips, summer camps and outreach programs to local schools and communities surrounding the forest. Tasks may include:

- Assist with new program development and set-up of ongoing education programs for grades K-12.
- Lead guided nature hikes at Shellburg Falls and Butte Creek Falls Recreation Areas.
- Assist and participate in forestry related summer camps.
- Develop promotional and informational flyers, brochures and other media.
- Conduct roving interpretive programs in campgrounds and along popular trails.

Forest Resource Management:

Assist with integration of public use with other forest management activities such as timber sale planning and operation, road construction and resource protection.

Cross-Training:

Assist with other State Lands forest management projects and duties.

Suppression of Wildfire, Emergency Response:

Although the Recreation Intern is not considered to be the first line of attack for occurrences of wildfire, there are certain times of the year when fire protection staffing is inadequate to fully respond to emergencies. The Recreation Intern may become the first line of defense. As such, the Recreation Intern is expected to be ready to respond to any fire suppression need which may arise on the unit, district, or on lands protected by the department outside of district boundaries. The department encourages employees to continually improve and expand their knowledge, skills, and abilities in fire suppression, and makes an array of training opportunities available to interested employees.

Conferences, Training, and Development:

Approximately 5% of the Recreation Intern's time is budgeted for conferences, training, and development. Training includes those activities and courses needed to become fully functional, as well as those required by policy or law. Development activities may be made available to the Recreation Intern depending on availability of funding and management approval.

Location:

This position is located at the Santiam Unit office of the North Cascade District. The office is located in Lyons, Oregon, about 25 miles east of Salem in the foothills of the Cascade Range. The Santiam Unit is responsible for the intensive management of the 47,714-acre Santiam State Forest.

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:

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Oregon Department of Forestry INTERN JOB DESCRIPTION

Southwest Oregon District Medford Unit

Fire Protection Internship

Job Duties:

- Work on a 200-gallon engine under the direction of a Forest Officer.
- Assist the Forest Officer with fire prevention efforts with the general public, landowners and operators.
- Routine equipment and station maintenance.

Location:

This position is located out of the Medford Unit office, part of the Southwest Oregon District. Medford is in southwestern Oregon, approximately 30 miles north of the Oregon/California border, and the office is located just east of the I-5 corridor.

Timing:

The intern in this position must be able to work through Labor Day. The work schedule may require evening and weekend work as well as overtime. Start dates are negotiable.

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.

Additionally, as a condition of hire, you will be required to pass what is commonly referred to as the "Pack Test." The "Pack Test" is a valid, job-related test, which measures an individual's capacity for arduous work. The test consists of performing a 3-mile hike over level terrain in 45 minutes while carrying a 45-pound backpack. Prior to reporting for an interview, applicants are strongly encouraged to train for arduous level work capacity. You should begin training 4 to 6 weeks before you expect to take the test. Start training for the test by walking three miles without a pack. Once this distance can be covered in 45 minutes, gradually begin carrying some weight. Continue to increase the weight until you can meet the requirements of the test within the allotted time. **Prior to training for the "Pack Test," you should consult your physician if you have been inactive; have a history of heart problems; if you experience chest pain, loss of balance; or have a joint problem that could be made worse by a change in physical activity.**

Working Conditions:

Work is performed in the forest on steep, brushy, uneven ground in all types of weather. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

West Oregon District Philomath

Engineering Internship

Job Duties:

Land Surveys:

- Assist in establishing property lines, performing stream site surveys, developing right-of-way descriptions, corner location and re-witnessing, traverse line brushing, prism person, calculation checking, property line posting, and establishing control points for stream crossing structures.

Road Layout and Design:

- Assist in searching for the best new road locations, identifying road improvement projects and road maintenance tasks, flagging in road grade lines, gathering field data for road designs, checking road design inputs and cost estimates, and posting right-of-way boundaries and project point signs.

Road Inventory Database Maintenance:

- Assist in field verifying the existing road inventory data, collecting new road inventory data, and checking the edits to the database.

Training:

- Work with the Timber Sale Preparation Forester, Contract Administrator, and Stewardship Forester. Attend Driver Level A training, Fire School, Intern Orientation, Hazardous Materials training, and First Aid and Bloodborne Pathogen training.

Location:

This position is at the West Oregon District office located in Philomath, Oregon. The office is in the foothills of the coast range approximately 45 miles east of the Oregon Coast. The district is responsible for the management of 37,672 acres of State Forest and Common School lands located in Benton, Lincoln, and Polk.

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. In addition, this specific position requires that applicants understand the fundamentals of land surveying, road layout and design and have some experience working with spreadsheet and database software, preferably Excel and Access.

Working Conditions:

Work is performed in the forest on steep, brushy, uneven ground in all types of weather. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

West Oregon District Philomath

Forest Management Internship

Job Duties:

Timber sale preparation:

- Assist in preparation of timber sales, both partial cut and regeneration harvest.
- Recon proposed sales for possible sale boundaries, road location, and landing location.
- Post timber sale boundaries and right-of-way boundaries.
- Cruise timber.
- Mark wildlife trees and stream buffers.
- Assist in office work including preparation of cruise reports, timber appraisals, contract provisions, maps and other work required for timber sale contracts.

Silviculture:

- Assist in data collection for reforestation and young growth management activities, project planning, and treatment recommendations for site preparation and pre-commercial thinning.
- Assist with field layout and office work pertaining to preparation of silvicultural projects.
- Assist with site preparation burning.

Training:

- Work with Engineering section, Timber Sale Contract Administrator, and Stewardship Forester.
- Attend Level A driver training.
- Attend Fire School.
- Attend Intern Orientation.
- Attend Hazardous Materials training.
- Attend First Aid and Blood born pathogens training.

Location:

This position is at the West Oregon District office located in Philomath, Oregon. The office is in the foothills of the coast range approximately 45 miles east of the Oregon Coast. The district is responsible for the management of 37,672 acres of State Forest and Common School lands located in Benton, Lincoln, and Polk counties.

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. May work hours outside the normal business week including weekends, holidays and evenings.

To Apply:

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Oregon Department of Forestry

INTERN JOB DESCRIPTION

State Forest Management Adaptive Management Unit in Salem

Inventory and Monitoring Internship

Job Duties:

The Intern will learn and practice skills associated with a variety of tree, down wood, and non-tree vegetation measurement and a variety of monitoring approaches. They will become familiar with State Forest staff operations and at least several, if not all, districts with State Forest management responsibilities.

The primary focus of this position is to provide support to the State Forest field organization in the area of natural resource data collection. This position assists the Inventory Forester in administering forest inventory projects for State Forest lands and in maintaining permanent plot inventory installations. This position will assist the Research and Monitoring Coordinator to perform implementation monitoring sampling.

The Intern will gain experience in the following areas:

- Using all of the following tools: D-tape, Relaskop, Increment Borer, Compass, IR Distance Measuring Device, GPS (Global Positioning System) receiver, and hand-held Data Recorder.
- Using a compass and distance measuring techniques (pacing or range finders) to accurately establish cruise lines and plots on the ground.
- Logistical aspects of forestry work: map reading, navigation, orienteering, and operating a vehicle to gain access to work locations.
- Using a range finder, measuring tape, and/or pacing to accurately measure horizontal distances.
- Using a Relaskop or similar tools to accurately measure slopes, heights, diameters and BAF's for determination of cruise trees in a variable plot cruise.
- Application of field techniques for various cruise methods.
- Recognizing tree defect and making appropriate deductions.
- Accurately recording field data via field data recorder.
- Inputting data into a personal computer and generating cruise reports.
- Correctly identifying tree and vegetation species.
- Correctly identifying tree damaging insects and diseases.
- Using the following software programs: ArcView, HHSLI Inventory Program, SuperAce, MS Access, MS Excel, and MS Word.
- Aerial photo and orthophoto interpretation.
- Professional Services Contract Administration (for inventory cruising).
- Communicating with other ODF staff and field personnel, contractors, and the general public.

Other Activities:

- Intern may be assigned to respond to fire emergencies, either in direct support of fire action or filling in for those employees directly assigned to a fire.
- Participate in training as determined by the supervisor.

Location:

This position is located in Salem, Oregon. Actual work locations include all State Forests Districts: Astoria, Forest Grove, Tillamook, North Cascade, West Oregon, Western Lane, Coos, Southwest, and Klamath-Lake.

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. Candidates with training in Forest Mensuration (cruising) are preferred. You may be required to provide a copy of your driving record.

Working Conditions:

- May sometimes require working alone in the forest environment.
- Requires photo interpretation and navigation skills.
- Requires traversing rugged, brushy, and difficult terrain.
- Requires working in inclement weather.
- Requires extensive driving on highways and forest roads.
- 50% or more of work is done in the forest for plot work, checking, subsampling, training, etc.
- Requires frequent overnight travel.
- Requires occasional altered work weeks.

To Apply:

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Oregon Department of Forestry

INTERN JOB DESCRIPTION

Tillamook District

Engineering Internship

Job Duties:

Assist in land survey work. This work will include assisting in:

- Establishing property lines.
- Performing stream site surveys.
- Developing right-of-way descriptions.
- Corner location.
- Traverse line brushing.
- Prism person.
- Calculation checking.
- Property line posting.
- Establishing control points for stream crossing structures.

Assist in road layout and design. This work will include assisting in:

- Searching for the best new road locations and reviewing proposed road grade location with respect to sound environmental practices, cost benefits and road standards.
- Identifying road improvement projects and road maintenance tasks.
- Flagging in road grade lines.
- Gathering field data for road designs and cost estimates.
- Checking road design inputs.
- Establishing centerline and right-of-way boundaries.
- Marking right-of-way boundaries, project points, centerline references, culvert locations and waste area locations.
- Locating rock sources and securing samples for testing.

Assist in maintaining the road inventory database. This work will include assisting in:

- Field verifying the existing road inventory data.
- Collecting new road inventory data.
- Checking the edits to the database.

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. This position is a part of the State Forest Management program in the district. The Tillamook District coordinates and implements forest management on approximately 250,000 acres of State owned lands primarily located in Tillamook County.

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. In addition, the applicant must understand the fundamentals of land surveying, road layout and design and have some experience working with spreadsheet and database software, preferably Excel and Access.

Working Conditions:

Work is performed in the forest on steep, brushy, uneven ground in all types of weather. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

Tillamook District

Forest Management Internship

Job Duties:

Timber Sale Preparation:

- Assist in preparation of timber sales, both partial cuts and clear cuts.
- Recon proposed sales for possible sale boundaries, road location and landing location.
- Post timber sale and right-of-way boundaries.
- Assist with timber cruising and data collection for stand density management.
- Assist in office work involving preparation of cruise reports, timber appraisals, contract provisions, maps and other work required for preparing timber sale contracts.

Engineering:

- Assist in locating grade lines and centerlines for forest roads.
- Assist with property line surveys.

Timber Sale Administration:

- Assist with inspection of active timber sales to insure compliance with timber sale contracts and the Forest Practices Act.

Silviculture:

- Assist in data collection for reforestation and young growth management activities, project planning and treatment recommendations for site preparation, release, and pre-commercial thinning.
- Assist with inspections of silvicultural projects to insure compliance with contracts.
- Assist with field layout.

Special Forest Products:

- Assist with posting of permit and sale areas for special forest products and inspection of special sales to insure compliance with permits and special sale contracts.
- Assist in preparation of cedar and timber salvage, firewood, and other special product sales by assisting posting of boundaries, appraising values and preparing contracts.

Other Activities:

- May respond to fire emergencies, either in direct support of fire action or filling in for those employees directly assigned to a fire.
- Participate in required training as determined by the Unit Forester.
- Participate in Forest Practices administration and enforcement activities.
- Provide public information and education as assigned.
- Other duties as assigned.

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. This position is a part of the State Forest Management program in the district. The Tillamook District coordinates and implements forest management on approximately 250,000 acres of State owned lands primarily located in Tillamook County.

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. May work hours outside the normal business week including weekends, holidays and evenings.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information.



Oregon Department of Forestry

INTERN JOB DESCRIPTION

Tillamook Forest Center

Forest Education Internship



Job Duties:

- Research and become familiar with the management, history and stories of the Tillamook State Forest, along with its recreational and interpretive opportunities. Become familiar with the Tillamook State Forest and exhibits.
- Prepare for and conduct forest education activities for use by schools and the public, both on and off the Tillamook State Forest.
- Conduct interpretive programs that may include guided walks, talks, group tours, train excursions, slide presentations or demonstrations.
- Develop, refine, and evaluate summer interpretive programs.
- Assist with and teach two week-long summer day camps for youth.
- Assist with other forest education or interpretation projects and public information needs on and off the forest.
- Interact with and assist recreation and other forest management staff in their work.
- Attend agency-required training sessions that may include first aid/CPR, defensive driving, fire suppression and hazardous materials awareness. Attend a 3-day interpretation training.

Location

This position will function as a member of the Tillamook State Forest Interpretation and Education Program and will work out of the Tillamook Forest Center, which is located about 22 miles east of Tillamook or 29 miles west of Forest Grove. Work may take place in the office, at schools, at local facilities or at various locations on the Tillamook State Forest, a 350,000-acre forest located in the northwest Oregon Coast Range.

Timing

The work schedule requires working evenings, weekends and holidays. Some overtime may be required. The intern work season is generally May through early August. Dates are negotiable depending on school schedules. Preference will be given to applicants who can begin work in late April or May.

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.

Applicants offered employment will be subject to a criminal record check. Conviction of a crime will not automatically preclude appointment. The circumstances involved in the conviction will be considered.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information. You may also contact:

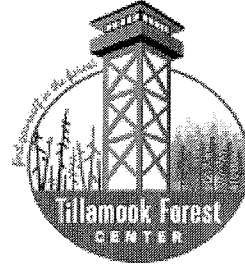
Kris Babbs
Education and Interpretation Program Coordinator
(503) 815-6804
KBABBS@ODF.STATE.OR.US



Oregon Department of Forestry INTERN JOB DESCRIPTION

Tillamook Forest Center

Forest Interpretation Internship



Job Duties:

- Research and become familiar with the management, history and stories of the Tillamook State Forest, along with its recreational and interpretive opportunities. Become familiar with the Tillamook Forest Center and exhibits.
- Conduct interpretive programs that may include guided walks, talks, group tours, train excursions, slide presentations or demonstrations.
- Develop, refine, and evaluate summer interpretive programs.
- Assist with the development of program marketing materials and help publicize upcoming interpretive programs.
- Assist with and teach two week-long summer day camps for youth.
- Assist with planning and conducting events/activities for community events.
- Interact with and assist recreation and other forest management staff in their work.
- Attend agency-required training sessions that may include first aid/CPR, defensive driving, fire suppression and hazardous materials awareness. Attend a 3-day interpretation training.

Location:

This position will function as a member of the Tillamook State Forest Interpretation and Education Program and will work out of the Tillamook Forest Center, which is located about 22 miles east of Tillamook or 29 miles west of Forest Grove. Work may take place in the office and at various locations both on and off the Tillamook State Forest, a 350,000-acre forest located in the northwest Oregon Coast Range.

Timing:

The work schedule requires working evenings, weekends and holidays. Some overtime may be required. The intern work season is generally June through early September. Dates are negotiable depending on school schedules.

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.

Applicants offered employment will be subject to a criminal record check. Conviction of a crime will not automatically preclude appointment. The circumstances involved in the conviction will be considered.

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.odf.state.or.us, under the ODF Employment section. You may contact Human Resources at (503) 945-7290 for additional information. You may also contact:

Chris Friend
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