

Utah Conservation Corps (UCC) & USFS Manti La Sal National Forest



UCC Forest Visitor Services

Apply by: Applications received by September 4th will be given preference. Positions will remain open until filled. Please refer to the instructions and link near the end of this position description ("How to Apply").

Employment Period: The position will last approximately three months.

Schedule: up to 40 hours per week. No overtime is available for this position.

Position Location: South Zone Manti La Sal National Forest, Monticello Ranger District. This position must be on site and cannot be remote.

Points of Contact: If you have questions about the position, please contact: Monica Alvarado of the US Forest Service (Monica.Alvarado@usda.gov, 435-636-3342).

If you have questions about the application process, please contact Greta Schen of the Utah Conservation Corps (greta.schen@usu.edu, 435-220-7222).

NOTE: Individuals who are selected for these positions will be employed by UTAH STATE UNIVERSITY as non-benefited hourly employees through the Utah Conservation Corps. USU non-benefited hourly employees do not receive holiday pay or accrue leave.

<https://www.usu.edu/policies/3308/>

OVERVIEW

The Utah Conservation Corps (UCC), in partnership with the Manti La Sal National Forest, is hiring two front desk UCC Visitor Services positions. There is one full-time professional development and work experience opportunity that will run for approximately three months (exact dates determined at time of employment and may vary by location). This is a front desk position located at Monticello Ranger District office.

The UCC is a program dedicated to developing the conservation leaders of tomorrow. We engage in projects throughout the state and region that address goals relating to environmental conservation, leadership, and education while providing hands-on training and skills to members as we help build the next generation of America's workforce. Our vision is to create thriving communities and conserve the natural heritage of Utah and the Intermountain West. The UCC supports Utah's pride in our tradition of service and volunteerism to get things done.

The Manti-La Sal National Forest occupies approximately 1.4-million-acres of mountain range that spans parts of central and southeastern Utah, as well as parts of Colorado. The forest boasts

a varied and spectacular landscape, ranging from high alpine topography to the wide-open spaces of desert brush and red desert views. The forest also hosts a wide range of vegetation and landforms from deep sandstone canyons, plateaus, mesas, to alpine peaks over 12,000 feet in elevation. The forest is broken into 5 districts that fall within two distinct management zones, the North Zone (NZ) and South Zone (SZ).

The NZ contains the Sanpete, Ferron, and Price Ranger Districts located in Central Utah that encompass ranges of the Wasatch Plateau and San Pitch Mountains. This area is known for its high-elevation lakes, canyons, and broad, rolling ridges covered in aspen and spruce. This area provides over 350 miles of ATV and 4X4 routes to visitors, as well as the scenic Skyline Drive - the highest road in Utah!

The SZ contains the Moab and Monticello Ranger Districts and is located on the Colorado Plateau in southeastern Utah. Major landforms include the La Sal and Abajo Mountains and Elk Ridge/Bears Ears Buttes. The La Sal Mountains are the second-highest mountain range in Utah. District ecosystems range from low elevation desert shrublands through pinyon/juniper, ponderosa pine, into high elevation spruce/fir, and aspen forests. Many areas in the South Zone provide a recreation getaway for residents, as well as those from Salt Lake City, Utah, and the State of Colorado. These districts also have some of the highest and most extensive concentrations of archaeological sites in the Forest Service.

POSITION OVERVIEW

The UCC Forest Visitor Services is a customer service-oriented position and will be supervised by the zone's Support Services Specialist and work at the front desk of the district office assigned. The selected individual will perform tasks in support of the Public and the Forest. Duties include the following:

- Work at the front desk and assist Forest visitors and community members in a professional manner.
- Educate visitors and the community on district.
- Closures, safety issues, recreation, road conditions, trails, timber permits, etc.
- Answer telephone calls, check and respond to voicemails, emails, etc.
- Keep a daily log of visitors and calls.
- Assist and support involvement in community service opportunities.
- Assist in the sale of Timber permits, maps, and other community resources.
- Maintain brochure rack with maps, information, tri-fold brochures, etc.
- Post public updates on the outdoor kiosk. Maintain the kiosk with current information and remove outdated information.
- Assist with the organization, catalog, labeling, and preparation of old Forest Service files for archival at the Federal Records Center.
- Cut out newspaper articles about the Forest Service and put them in a file.
- Attend mandatory District and Forest meetings that are important for the success of the Admin Program Area.

- Assist in basic office tasks such as:
 - shredding
 - making copies
 - faxing
 - emailing
 - scanning
 - data entry
 - contacting help desk for assistance
 - printing (including ensuring there is enough paper, ink, toner, drums, etc.)
 - maintaining physical and electronic file systems
 - handling documents
 - prepare mail, apply postage, and deliver to the post office
 - check the mail, pick up packages, and distribute
 - update and maintain the conference room calendar
 - organize supplies and make a list of supplies needing replenished

What this position is NOT:

- Leadership and project management. This is a basic support level position, and the selected individual will be assisting the Forest Service, and not expected to lead crews, develop, or manage projects.
- A Forest Service position. This position is a Utah State University Hourly employee with the Utah Conservation Corps.
- An AmeriCorps Position. There is no education award associated with this position.

TRAINING / PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Required USU new employee training. Please visit the link below to view modules: <https://www.usu.edu/hr/training/compliance> . Please note that both FS and USU trainings are required and cannot take the place of one another.
- May receive Collection Officer Training (availability of this training will be dependent on Forest priorities).
- Information Security Awareness Training.
- Defensive Driving.

POSITION REQUIREMENTS

- United States citizen, national or lawful permanent resident.
- Must be 18 years old and have a valid driver's license and good driving record. Must be able to drive a government vehicle as required for the position.
- Utah State University promotes a safe environment for its students and staff. As an employee of Utah State University in a non-security sensitive position, you must submit Self-Disclosure of Criminal Background. If hired, you agree to conform to University and UCC rules.
- In addition to USU Self-Disclosure, the Forest Service will require the successful candidate to undergo the Forest Service background check process/fingerprinting in order to obtain a PIV/LincPass.
- Regular and reliable attendance and dependability.

- Excellent written and oral communication skills.
- Good time management.
- An independent, self-motivated, creative, and resourceful individual able to work independently as well as part of a team.
- Ability to commit to and complete the service dates.

COMPENSATION & BENEFITS

- **\$19.00/hour (taxable)** along with health care coverage (if requested during onboarding process via the requisite ACA form), worker's compensation, and FICA/Medicare.
<https://www.usu.edu/policies/3308/>
- USU pay periods run from the 1st-15th and 16th-end of each month.
- USU pay dates fall on the 10th and 25th of each month (or business day if holiday or weekend).
- HOUSING (subject to availability):
 - Seasonal government housing from the Forest Service may be available in MONTICELLO. This is NOT deducted from your paycheck and must be paid through a separate agreement between the employee and Forest Service.
 - You must agree and abide by to the terms of housing which will be provided to you upon employment or request.
 - If you obtain Forest Service housing, you will be responsible for paying approximately:
 - \$277/month or less for housing in Monticello.

HOW TO APPLY

Research shows that candidates often don't apply for positions if they don't feel they meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

For your application to be reviewed, you MUST submit the following while applying:

1. Cover Letter.
2. Resume.
3. Three Professional references with both phone and email.

The positions will be posted on jobs.usu.edu (<https://hr.usu.edu/jobs/>). Click 'JOIN US' to search for the position and apply online. You can also click the link below to apply for this position:

<https://careers-usu.icims.com/jobs/10649/ucc-forest-visitor-services/job>

Equal Opportunity Program

UCC is committed to providing reasonable accommodations for application and service with our programs. To request reasonable accommodation please visit <https://www.usu.edu/hr/current-employees/ada/>

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.

Utah Conservation Corps Zero Tolerance Policy

The following behaviors will result in immediate termination. At no time may the UCC employee:

1. Engage in activities that pose a significant emotional or physical safety risk to others, including harassment, creating a hostile work environment, or bullying.
2. Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the project site, camp site, or in vehicles.
3. Fail to notify UCC of a criminal arrest or conviction during the term of service.

Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

Utah State University is an equal opportunity employer and does not discriminate or tolerate discrimination including harassment in employment including in hiring, promotion, transfer, or termination based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity, disability, status as a protected veteran, or any other status protected by University policy or any other federal, state, or local law.

Utah State University does not discriminate in its housing offerings and will treat all persons fairly and equally without regard to race, color, religion, sex, familial status, disability, national origin, source of income, sexual orientation, or gender identity. Additionally, the University endeavors to provide reasonable accommodations when necessary and to ensure equal access to qualified persons with disabilities.

In all circumstances, Utah State University follows state and federal laws related to sex-segregated spaces.

The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

Matthew Pinner

Cody Carmichael

August 2026

Executive Director
Civil Rights & Title IX Office
matthew.pinner@usu.edu
435-797-1266 | Old Main Rm. 401D
1475 Old Main Hill, Logan, UT 84322

Title IX Coordinator
cody.carmichael@usu.edu
435-797-1266 | Old Main Rm. 402D
1475 Old Main Hill, Logan, UT 84322

For further information regarding non-discrimination, please visit crtix.usu.edu or contact:

U.S. Department of Education
Denver Regional Office
303-844-5695 | OCR.Denver@ed.gov

U.S. Department of Education
Office of Assistant Secretary for Civil Rights
800-421-3481 | OCR@ed.gov