GeoCorps America Project Description Template

**Instructions:** Use this template to draft your project description. Then enter the information into the online form on the GSA website, or e-mail it to GSA.

Web form: <https://www.geosociety.org/GSA/fieldexp/GeoCorps/resources_mgr.aspx>

E-mail: [geocorps@geosociety.org](mailto:geocorps@geosociety.org)

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| Public Land Name: List the full, official name of the place (Forest, Unit, Region, District, Field Office, etc.) where the project will occur. EXAMPLE, Tongass National Forest, Sitka Ranger District |
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| **Project Title:** Make it clear, concise, descriptive, and, if possible, interesting. If seeking more than one participant, insert text that says, "([Number] Participants)".  EXAMPLES, Glacier Survey Assistant, Field Geologist, GIS Technician, Cave Management Assistant, Geology Interpreter, Education Programs Developer, Water Quality Analyst, Soil Scientist, Geologic Mapper, Museum Collections Curation Assistant, Paleontology Communicator, Cave Tour Guide, Physical Scientist, Natural Resource Management Assistant |
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| **Agency:** Forest Service, BLM, etc. |
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| **Position ID#:** GSA will assign this, in the format of YYYY### EXAMPLE, 2020601 |
| [GSA will assign this number] |
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| **Location:** List city & state where project is located. EXAMPLE, Boulder, CO |
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| **Project Description (3,000 characters max including spaces):** Give a detailed description of what duties the participant will conduct and what projects they will be part of. Be as detailed as possible, but remain concise, and write the description in a manner that will help attract as many well-qualified applicants as possible. If there is something extra special or unique about your project, please highlight it here. Make it sound exciting! If you are seeking more than one participant, mention that here.  EXAMPLE, The GeoCorps participant will assist in the last season of a three year study of mineral resources within the Alaska Mining District. This field geology position will be an opportunity to do important field work in rugged, beautiful, and remote regions of southwest Alaska. The participant will be a part of the mineral resource assessment team collecting field data on mineral resource occurrences. There will be two person teams working with helicopter support collecting rock samples, mapping the geology in and around mineral occurrences, performing basic surveying, and doing other conventional physical exploration techniques required to describe the mineral occurrences visited. Other tasks will be: collecting stream sediment and pan concentrate samples, photographing and documenting historic mining activity, managing the data collected, taking accurate notes on each site, and reading all reference material that pertains to each site. The participant will be required to produce geological and mineral resource maps, daily work reports during the field season, and a short final report summarizing their findings after the team returns to the Anchorage Office.  *PLEASE INCLUDE THIS SENTENCE AT THE END: This project is offered through the Geological Society of America's GeoCorps America Program, in partnership with the Minerals and Geology Management Program of the U.S. Forest Service, U.S. Department of Agriculture.*  *OR*  *This project is offered through the Geological Society of America's GeoCorps America Program, in partnership with the Bureau of Land Management, U.S. Department of Interior.* |
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| **Goals, outcomes, and deliverables (2,500 characters max including spaces):** Give a clear description of what is expected by the end of the project. Candidates want to know that they are making a real contribution to the agency’s mission, to the science, to public lands, and to the public. GSA recommends using this space to demonstrate how your project will allow participants the opportunity to “make a difference”.  EXAMPLE, By the end of the project, the participant will have produced at least three different interpretive, geology/ecology based programs. She/he will have an understanding of how to present scientific material to visitors in a way that will encourage participation and support for national park sites and what they stand for. An Interpretive Activity Plan will be completed for each program and an outline will be turned in, so future interpreters will be able to present these programs as well.  EXAMPLE, A written report and findings; High quality data which are QA/QC'd and input into Geospatial or other databases; Preliminary analysis and interpretation of hydrographs; Data files and plots of cross-sections and floodplain topography; Development of a resource based SOP; Discharge-rating curves for streams; Consolidated database of all chemical and physical samples collected.  EXAMPLE, Updated GIS layers, GPS coordinates, photos and data spreadsheets. GIS shapefiles and mapping information on wetlands in the forest. A report ready for publication, on analysis of bird data, and a report on rainfall data through the years.  EXAMPLE, The inventory team will create a database of spring attributes and a written report summarizing the results of the inventory. Among the attributes collected for each spring will be: location, aspect, geologic setting, structural setting, spring type, quantity of discharge, character of discharge, wetted area and character of riparian vegetation, dominant vegetation, rare and endemic plants, indicators of seasonality and flood influence. |
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| **Describe the agency's active involvement in the success of the project (1,000 characters max including spaces):** Describe the level and type of project oversight such as pairing the participant with experienced agency staff, other researchers, volunteers, etc. If there is something special or unique about your team, highlight it here.  EXAMPLE. The selected individual will be mentored indirectly by the Forest Hydrologist, in coordination with the District Ranger. There will also be opportunities to work with other resource staff on the Chippewa National Forest (e.g. soil scientist, GIS technician, and research) as well as resource management/research partners from the Leech Lake Band of Ojibwe (LLBO) and Natural Resources Research Institute (NRRI). The selected individual will be working at times with a broad range of natural resource management/research professionals from the aforementioned government agencies and organizations. The Forest will provide the selected individual with an overall facility orientation, project briefing, and safety session before work begins. A Forest Service vehicle will be made available to the individual for work after successful completion of defensive driving training, which will also be provided by the unit. A workstation will also be designated for the selected individual.  EXAMPLE, Oversight and guidance of the participant will primarily be taken on by the HMNF Soil Scientist. The Soil Scientist will spend 2-3 weeks training the participant in the field, and 2-3 days on database entry training. The participant will work together with the Soil Scientist to resolve data conflicts and issues when they arise. A greater amount of independence toward achieving project goals will be allowed once the participant demonstrates an understanding of the work, but there will always be oversight and collaboration throughout the project duration. The HMNF has hosted GeoCorps participants for a number of years and is well experienced in providing mentorship and support. A past GeoCorps participant, who is now an agency employee, often works with the new GeoCorps participants. |
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| **Describe the agency's professional and learning opportunities for this position (1,000 characters max including spaces):** Candidates want to know what additional professional development opportunities may be included in your project, such as trainings, certifications, conferences, networking, advice, etc. Please consider both “hard”, technical skills, as well as “soft” skills.  EXAMPLE, The selected individual will be working closely with the Forest Hydrologist and GIS staff throughout the project. Their knowledge and experience, along with other staff and partners involved with the project, will serve as a great knowledge base for the selected participant as well as an opportunity to network and develop contacts for future project work or job opportunities. The participant will also be exposed to various protocols used in data collection. As they become available and are pertinent to the project, the selected applicant will be encouraged to attend local workshops or trainings. Trainings may include First Aid/CPR, computer security, safety procedures, defensive driving, and GIS. Additional training may be made available in Federal law pertinent to land management such as the National Environmental Policy Act (NEPA), National Historic Preservation Act or the Endangered Species Act (live online class through the Shipley Group).  EXAMPLE, The agency staff (primarily Soil Scientist) will provide the participant with training and awareness of latest research and GIS technologies employed in the following resource areas: soil science, soil mapping, forest inventory techniques, Lidar data techniques, and wetland ecosystem identification and inventory. These skills are applicable toward many natural resource related professions in a wide variety of public agencies and private institutions in the US and abroad. In addition, the participant will be exposed to the work of other resource professionals within the HMNF, as well as provided with a thorough introduction to what working for the USFS looks like. |
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| **Explain how the BLM/NPS/USFS site and the project will further diversity/inclusion/relevancy (1,000 characters max including spaces):**  (Only required if specifically submitting a GeoCorps Diversity opportunity with any agency.) |
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| **Qualifications (2,500 characters max including spaces).** List the education background, course work, skills, and knowledge the participant should have to qualify for the project. Please include the level of education required. GSA recommends that the qualifications listed be appropriate to the project needs; if the listed qualifications are higher than what is truly needed, that may unnecessarily eliminate many interested and well-qualified candidates. Keep in mind that many applicants are current college students or recent graduates.  EXAMPLE: Applicants must have a BS degree in geology with course work that includes mineralogy, petrology, and structural geology. Optional course work in geomorphology and engineering geology would make the applicant more competitive. The participant should be able to work well independently, both in the office and in the field with little oversight, have basic map reading and GPS orientation skills, must be able to interpret aerial photos, and be comfortable hiking cross-country in a rugged mountain environment. Computer skills in Excel Spreadsheet and database management are required. Applicant must be able to start work in early June and commit to a full 12 weeks.  *PLEASE INCLUDE THIS SENTENCE AT THE END: The applicant must be a U.S. citizen or U.S. permanent legal resident (“green-card-holder”). Prior to starting this position, the participant will need to pass a background check either with the host agency, Aerotek (GSA’s staffing partner), or both.* |
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| **Start and End Dates.** List the estimated start and end dates for the project, as well as the duration (in number of weeks to be worked). Please make sure the dates match up with the number of weeks. Please indicate if the dates are firm, or flexible. (Flexibility is preferred, when possible, because the candidates will have varying schedules with school and other commitments.) | | | |
| Start Date  (mm/dd/yy) | **End Date** (mm/dd/yy) | Duration (# of weeks) | Additional Information:  (Start/end dates firm, or flexible? Other notes about the dates/duration? |
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| **Living Allowance:** Please indicate the hourly wage. The standard minimum is $10.80/hr in 2020. A higher wage is recommended for areas with a higher cost of living, and for participants who are not being provided with free housing by the host agency.  EXAMPLE, $10.80/hr  EXAMPLE, $15.00/hr (higher than normal, to help offset housing costs) |
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| **Travel Reimbursements:** Some projects may involve travel for which the participant may directly incur costs, such as meals, mileage (in a personal vehicle), flights, hotels, training registrations, etc. The host site may set aside funds with which to reimburse the participant. Those funds would be indicated here. This is optional, and is generally only used by a few locations each year. Please indicate if the travel is related to work, or to relocation if applicable.  EXAMPLE, $400 is available to reimburse project-related travel costs related to field work. |
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| **Leadership Development:** How will it be provided by this opportunity? |
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| **Presenting Project Results (1,200 characters max including spaces):** In what format or to what audience would the participant present results? |
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| **Physical/Natural Environment (300 characters max including spaces):** Provide a brief description of the physical and natural environment in the area where the work will occur. Include information about the geology when possible. GSA has found that location is very important to many applicants, so we recommend providing an enticing description of the environment.  EXAMPLE, The Gila National Forest (NF) is located in southwestern New Mexico. The geology of the Gila NF is dominated by rocks of the Tertiary-aged Mogollon-Datil volcanic field. The volcanic rocks are mainly silicic to intermediate in composition and exhibit a diverse array of extrusive textures. In addition, Precambrian crystalline basement rocks and Paleozoic sedimentary rocks are exposed in several areas of the Forest. Outcrop exposure is very good in most places. The terrain is generally characterized by rugged mountains and canyonlands. Tectonic and structural features of the Gila NF are influenced by the Rio Grande rift, Basin and Range faulting and Tertiary volcanism. Elevations range from 4,200 to 10,900 feet. More details about the environment are described at: <https://www.nationalforests.org/our-forests/find-a-forest/gila-national-forest> |
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| **Work Environment (300 characters max including spaces):** Describe the work environment & physical nature of work required (in the field, backcountry, office, laboratory, mixed).  EXAMPLE (Field focus), The project is based out of the Powell Ranger District Office, with most work taking place in the field. The participant will work intermittently with 2 Forest Service geologists, but fieldwork would largely be done independently and in a backcountry setting. Field work will often involve strenuous physical activity, such as hiking in steep terrain at high altitudes, carrying heavy equipment, and/or working in uncomfortable weather (from hot to rainy), for many hours a day. Participant will need a backpack, a sturdy pair of hiking boots, and personal camping equipment. Other backcountry equipment will be provided. Work typically takes place Monday through Friday, but working on weekends is sometimes required. Some field areas are remote and will require multi-day camping trips. Potential hazards include inclement weather, grizzly bears, rattlesnakes, entry into caves, riding ATVs, and working at abandoned and active mine sites. Most of the District has poor to no cell phone coverage. The participant will be supplied with a FS radio to communicate and for emergencies.  EXAMPLE (Office focus), The majority (~70%) of the work will be carried out in a climate-controlled office environment. The participant will be provided office space, a desk, and a computer equipped with the relevant software. The majority of time will be spent developing GIS products, entering field data, writing reports, and organizing photos and other imagery. Some walking, bending, or carrying of light items may be involved. A smaller portion of the work (~30%) will consist of short day trips to collect field data. Field work may require some physical exertion, such as walking over rough terrain. The field environment would be on hydraulic mine sites which may have safety hazards such as tunnels, ditches, etc. A safety briefing (JHA) and protective equipment will be provided. |
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| **Vehicle/Driver’s License Requirement:** Please describe whether a personal vehicle is **required**, just “**recommended**” (but not required), or **not necessary** at all (due to convenient public transportation and walking options). Please include the following statement (unless a personal vehicle is not required, and the participant will never have a need to drive a government vehicle): **Applicant must have a valid driver’s license and a good driving record.**  EXAMPLE, A personal vehicle is required, for personal errands, for travel between housing and the work-site, and for exploring the area independently during time off. Applicant must have a valid driver’s license and a good driving record.  EXAMPLE, A personal vehicle is not required, because Washington DC has many public transportation opportunities for commuting to and from the office, and for running errands, visiting tourist sites, etc. When driving is necessary for project-related travel, a government vehicle will be provided. Applicant must have a valid driver’s license and a good driving record.  If there are other driving requirements, please describe them here.  EXAMPLE, Experience operating four-wheel-drive vehicles and All-Terrain-Vehicles (ATVs) in rough terrain. |
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| **Housing & Location Information (300 characters max including spaces):** Please describe the **housing situation** as clearly as possible:  Housing is generally provided by the host unit, at no cost to the participant. If housing is not available at the host unit, GSA recommends that the unit provide the participant a higher wage to help them cover the cost of their own local housing. A wage increase of $3.50-$5.00/hr is common, and would result in an extra $500-$800/month for the participant. The higher wage is optional and is not considered a requirement. However, for many participants, if they are to pay for their own housing without a wage increase, that may prevent them from signing on for the project.  If the host unit **is providing housing**, describe the housing.  EXAMPLE, Government housing will be provided within the forest unit, at no cost to the participant. Housing will be in a travel-trailer or rustic bunkhouse shared with up to four other people. The housing includes a kitchen well-equipped with appliances (refrigerator, freezer, oven, stove, microwave), and a bathroom with shower. Pots, pans, flatware, and other kitchen items will be provided. Participants will need to bring their own bedding and towels. There are no on-site laundry facilities, so laundry must be done in the nearest town (5 miles away). No guests and no pets are allowed in this housing.  If the host unit **is not providing housing**, please describe local housing options. If a higher wage is being offered, mention that here so that it is clear that some assistance is being provided specifically for housing costs.  EXAMPLE, Free government housing is not available, so the participant will be responsible for finding her/his own housing. A higher-than-normal wage of $14.00/hr is provided to help cover some of the housing costs. The best local source for short-term housing options is <https://springville.craigslist.org/>. Local staff recommends focusing your search on the west end of town, because that area tends to have the most suitable options, as well as local amenities. Typical rents for a single bedroom apartment run approximately $600-$700/month.  GSA has found that **location** is very important to many applicants, so we recommend that you provide a good description of the local cities and towns, local amenities, typical weather conditions, etc.  EXAMPLE, Golden is a small town in the Colorado Front Range, with a population of just over 20,000. At 5,676 feet, Golden has fairly mild weather. It is located 15 miles from Denver, 20 miles from Boulder, and 40 miles from the Denver International Airport. The Colorado School of Mines is located here, so there are many of the amenities you might expect in a college town, such as restaurants, a movie theater, breweries, and shops. There are many local opportunities for outdoor recreation, including hiking, rock climbing, rafting, paragliding, mountain biking, and more. Learn more at: www.visitgolden.com. |
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| **Primary Mentor Contact Information:** Please provide the contact information for the person who will directly mentor the participant. This information will be used by GSA to contact the supervisor with information about the program. This information will also be posted with the position description so that interested applicants can contact the supervisor directly if they have questions about the position description or start/end dates. | | | | | |
| **Name** | | | **Email Address** | | **Phone Number** |
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| **Primary Supervisor’s Full Title:** | | | | | |
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| **Mailing Address (include name of forest/unit/district/field office, etc., if applicable)** | | | | | |
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| **City** | **State** | **Zip** | | **Web page (for the forest/unit/district/field office, or for the project, if available)** | |
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| **Secondary Supervisor Contact Information:** Please provide the contact information for someone who is knowledgeable about the project and will likely have somewhat close contact with the participant. This is a person who can be contacted if the primary supervisor is unavailable. | | | | | |
| **Name** | | | **Email Address** | | **Phone Number** |
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| **Secondary Supervisor’s Full Title:** | | | | | |
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| **Mailing Address (include name of forest/unit/district/field office, etc., if applicable)** | | | | | |
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| **City** | **State** | **Zip** | | **Web page (for the forest/unit/district/field office, or for the project, if available)** | |
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For more information:

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