Position Description
1700 Hour AmeriCorps Member
Travelers' Rest State Park
Lolo, Montana (near Missoula)

Term of service: January 15, 2018 – November 16, 2018

Service schedule: Member will serve a minimum of 1,715 hours over a 44-week term, averaging 41 hours per week with 80 hours of "Time Not Scheduled to Serve" to be used as sick, vacation, or other personal leave.

Position Summary:
Travelers' Rest State Park marks the intersection of cultural and natural history. The Park's 65 acres encompass the only archaeologically-verified campsite of the Lewis & Clark Expedition, a gathering place used by the Bitterroot Salish and other tribes for millennia, and riparian habitat for hundreds of species of plants and animals. Each year more than 33,000 visitors, including 2,500 school children, visit Travelers' Rest State Park to experience the stories of the people and creatures who have come before them. Place-based education and interpretation lie at the heart of Travelers' Rest State Park with standards-based field trip curricula related to the Corps of Discovery, Native American culture, and natural history. The education program is funded and administered by the Travelers' Rest Preservation & Heritage Association (TRPHA), the nonprofit partner of the Park.

The AmeriCorps member selected for this position will work closely with both Park and TRPHA staff to design and deliver high-quality educational experiences for multiple generations, including field trips, camps, community events, and more. The member will engage with various audiences (volunteers, teachers, donors, general public, etc.) to promote awareness of the Park and its many activities. They will also help to improve the Park through projects like trail development, native landscaping, and restoration within the riparian area.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- Improve park land
    - Work with science teachers at Lolo Middle School to develop and oversee a service day for 6th and 7th grade. Potential service projects include weed pulling, rehabbing user-created trails, trail maintenance, etc
    - Contribute to park improvement projects including trail development, native landscaping, and stream bank restoration.
- Expand educational and interpretive programs
    - Administer field trip program including communicating with teachers, scheduling field trips, coordinating volunteer educators, and developing two new standards-based curricula with Park Manager.
    - Develop, market, and implement 2-day camp opportunities.
    - Oversee the Trekker Kids Program, with an emphasis on year-round activities designed to immerse children in the rich natural habitat of the Park.
    - Help to plan and coordinate the week-long Bitterroot Culture Camp which brings together middle-schoolers from the Bitterroot Valley with their peers from the Flathead Reservation.
    - Contribute to planning and execution of public programs including Expedition Days, Summer Storytelling, and more.
- Increase Volunteer Capacity
    - Recruit and train at least 2 new volunteer educators to increase program capacity and provide training opportunities for existing volunteers to improve teaching skills or introduce new interpretive techniques to the field trip program.
    - Work with teachers and education organizations to identify potential new sources for peak season volunteers.
- Enhance outreach and awareness of state parks
    - Develop and present children's activities at a variety of community festivals and outreach events throughout the year.
    - Assist in planning and execution of TRPHA events grounded in nonprofit management such as the annual auction, members-only events, etc.

Site Supervisor should list a total of 6 to 8 specific position responsibilities (Please use bullets) that correspond with the four program goals listed above. Please go beyond just listing tasks, and describe responsibilities broader.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines

- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass the requirements of the National Service Criminal History Check

Benefits:

- Living allowance of $12,628 over 44-week term of service
- An AmeriCorps Education Award of $5,815 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

To Apply:

Montana State Parks AmeriCorps only accepts applications through the my.americorps.gov portal. To apply, you can follow the link **HERE** to our application within my.americorps.gov. Please note, there is only one application for all of our 1700 hour positions, placement preference will be assessed during the interview process.

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.
**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.