

# Position Description

## 1700 Hour AmeriCorps Member

### Fish, Wildlife, and Parks Headquarters

Location: Helena, Montana



**Term of service:** January 7, 2019 – November 15, 2019

**Service schedule:** Member will serve a minimum of 1,715 hours over a 45-week term, averaging 40 hours per week; with 80 hours of “Time not served” to be used as holiday, vacation or sick time in addition to regularly scheduled weekends.

#### **Position Summary:**

Montana State Parks works to ensure that a new generation of young people will be invested in the stewardship of Montana’s natural and outdoor recreational resources. This position will help strengthen educational programming and volunteer parks improvement projects which are essential to developing connections between state park resources and students.

With an essential understanding of AmeriCorps, derived from previous AmeriCorps experience, the team leader of Montana State Parks AmeriCorps will focus on member support. Through facilitating collaboration, teambuilding, mentorship, and state-wide project coordination of AmeriCorps members, staff, and volunteers the Team Leader ensures quality experiences for others. They are also essential in developing and providing training opportunities to other AmeriCorps members in conjunction with other AmeriCorps program staff. The team leader will also lead the development of a State Park Stewardship programming which couples service opportunities for communities near our parks with interpreting the importance of the projects completed.

The Montana State Parks Team leader lives and works in Helena, the capitol of Montana. Helena is home to a rich cultural heritage, and a vibrant recreational community. The Mount Helena City Park contains 70+ miles of single track trails which received the Silver Level designation from the International Mountain Bike Association in 2015, and was ranked in the top 20 “Mountain Bike Towns in America” by the National Geographic Magazine. The access to these public lands is literally out the back door, as the trail heads are scattered across town. Helena also serves as the gateway to the upper Missouri River, a blue-ribbon fishery. Hiking, camping and backpacking opportunities are also abundant around Helena. There is quick access to one of a kind in the nation, Elkhorn Wildlife Management, the Continental Divide Scenic Trail and millions of U.S. Forest Service and Bureau of Land Management lands. Helena also marks the half way point between Glacier and Yellowstone National parks, each approximately 3 hours away.



Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below 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
  - Coordinate with the Helena area park manager to plan and implement projects which will improve the condition of at least 5 acres.
  - Provide project planning and implementation support to other AmeriCorps members on a variety of park improvement projects
  - Aid other members in regional coordination of land improvement projects
- Expand educational and interpretive programs
  - Develop educational programs that can be delivered to volunteers engaged in service projects that enhance understanding park management and encourage a commitment to stewardship of park resources.
  - Develop 2 to 3 curriculum based pilot programs in partnership with park managers.
  - Develop STEM based education trunk materials for use in state parks.
- Increase volunteer capacity
  - Plan, recruit volunteers for, and implement at least 2 land improvement projects with the Helena Area State Parks Manager.
- Enhance outreach and awareness of state parks
  - Assess projects and programs that might engage communities and local organizations / groups in stewardship projects. Work with The Helena Area Resource Office park manager to develop a pilot service learning project.
  - Participate in the delivery of the Outdoor Fest at Spring Meadow Lake State Park an outdoor skills development event for children and families
  - Coordinate members presence at statewide events such as the Butte Folk Festival, Bannack Days, the Indian Educaiton for All Conference, and other opportunities
- Team Leader Component
  - Provide leadership and support for Montana State Park AmeriCorps members.
  - Lead and facilitate team service projects.

- Provide information and resources on best practices.
- Plan, lead, and evaluate member development activities and training sessions.
- Design and conduct monthly team meeting in collaboration with program coordinator.
- Conduct monthly one-on-one meetings with members.
- Facilitate connections between members.
- Perform other AmeriCorps-related duties, as assigned.

**Minimum Requirements:**

- Successfully completed previous AmeriCorps term preferred
- 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 \$14,494 over 45-week term of service
- An AmeriCorps Education Award of \$5,920 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.

**Application Deadline:**

Applications are due by December 1, 2018.

\* 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.*