

# Position Description

## 1700 Hour AmeriCorps Member

### Milltown State Park

#### Location: Missoula, MT



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

**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:**

Abundant outdoor opportunities and a rich cultural heritage converge at the newly restored confluence of the Clark Fork and Blackfoot Rivers at the heart of the Milltown State Park. The park is an outcome of the Superfund cleanup and river restoration effort completed in 2012.

This new park is still in a development phase, and thus offers many opportunities for an AmeriCorps member to help with the development of interpretive resources and programming, volunteer mobilization, community outreach and land improvement. This year’s AmeriCorps member will be primarily focused on efforts to highlight new developments in the park’s Gateway and Confluence areas, which opened in 2018. Duties will also entail work on the restored floodplain of the Clark Fork River, the Milltown State Park Overlook and the park’s Bandmann Flats property.

The ideal candidate would have strong writing and editing skills; enjoy working with community members and the public; and have experience, or at least a serious interest, in working in the outdoors in a variety of conditions.

This position is based in Missoula, Montana, the state’s second largest urban area and home to the University of Montana. Missoula has a lively cultural scene and great recreational access to nearby public lands and rivers. For more information on Milltown State Park, visit [stateparks.mt.gov](http://stateparks.mt.gov) or the park’s story map, *A Confluence of Stories* at <https://arcg.is/1jvSnu>.

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*

- Organize native plant revegetation projects
- Conceive and implement a stewardship project involving an interpretive presentation and a resource management project and participant follow-up
- Participate in a park trails and waterway assessment
- Conduct trail maintenance and development
- Assist with trail development grant proposals
- Carry out weed management projects involving weed mapping, weed pulling and mechanical removal, biocontrol insect collection and releases

#### *Expand educational and interpretive programs*

- Develop and launch a junior ranger program
- Write and edit draft content for interpretive media including exhibits and ARC GIS Online Story Maps
- Organize a summer lecture series
- Develop and lead interpretive programs
- Facilitate school programs and field trips
- Provide technical assistance to partner organizations involved in interpretation
- Evaluate visitor experience of interpretive materials

#### *Increase volunteer capacity*

- Organize volunteer events, including Earth Day, National Trails Day, National Public Lands Day, involving resource management and interpretation
- Catalyze and provide capacity building assistance to a new park friends group

#### *Enhance outreach and awareness of state parks*

- Develop promotional materials, e.g. park brochures.
- Organize park events such as Solstice Saturday and Community at the Confluence
- Develop and maintain a social media presence for the park to encourage and sustain participation in park activities
- Conduct targeted outreach to businesses, community, civic, school and youth groups
- Perform other AmeriCorps-related duties, as assigned

### **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 \$13,732 over 44 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.*