

# Position Description

## 1700 Hour AmeriCorps Member

### Travelers' Rest State Park

#### Location: Lolo, 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:**

Travelers' Rest State Park (TRSP) contains the only scientifically verified Lewis and Clark campsite in the nation. Located in the ancestral homeland of the Bitterroot Salish, this National Historic Landmark has been a crossroads of culture since time immemorial. Bisected by Lolo Creek, TRSP provides a unique place for experiential learning year-round, with a focus on Lewis and Clark and Native American history, and how those people were sustained by the landscape around them.

Working with a diverse group of partners, Travelers' Rest State Park hosts a variety of events each year and also participates in outreach at many festivals and markets around the Missoula area each year. These events help to introduce new audiences to the opportunities at Travelers' Rest and other State Parks in Region 2. AmeriCorps members in this position will have the opportunity to collaborate with an array of partners to provide unique and inspiring events at Travelers' Rest State Park.

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:**

Travelers' Rest State Park works with a diverse group of community partners to host several special events throughout the year, as well as numerous outreach events in western Montana communities. Utilizing an AmeriCorps member to coordinate these events could increase the capacity of these events and the Lolo community. The events and an overview of responsibilities are:



- Corps of Discovery Campout – an event designed to introduce families to the rewards of camping.
  - Work with existing partners (Missoula Parks and Recreation, Cabela’s, Travelers’ Rest Preservation and Heritage Association [TRPHA]) to plan logistics for the campout.
  - Seek additional partners to provide relevant programming, funding and marketing support.
  - Market or promote the event across a variety of platforms.
  - Expedition Days – commemorating the 1806 stop by Lewis and Clark, this event includes demonstrations, tours, and interpretive programs and kids activities during the day.
  - Collaborate with park staff and TRPHA to develop and provide programming throughout the day.
  - Market or promote the event across a variety of platforms.
- Bitterroot Culture Camp –this multiple day camp brings together middle school students from the Flathead Indian Reservation with their peers from the Bitterroot Valley (the ancestral homeland of the Bitterroot Salish).
  - Collaborate with existing partners (Salish/Pend d’Oreille Culture Committee, Salish Kootenai College, Bitterroot RC&D, Bitterroot National Forest, Trapper Creek Job Corps, Kicking Horse Job Corps, Salish Kootenai Tribal Education Department, Travelers’ Rest Preservation and Heritage Association) to ensure the camp is well-organized and meets the mission of the camp.
  - Recruit and inform new partners of the importance of the camp.
  - Schedule presenters and programs for the camp.
  - Work with partners to coordinate media coverage for the camp.
  - Assist partners in recruiting campers.
  - Take the lead role in implementing the camp schedule, including coordinating with other Region 2 AmeriCorps members to oversee camp activities.
  - Develop and implement strategies to measure the success of the camp in meeting the objectives identified by the planning team.
- Native Prairie Demonstration Project
  - Following the Management Plan developed by a park intern in 2017, expand and enhance a demonstration area of native prairie restoration within TRSP.
  - Take the lead in weed control in this area.
  - Work with the park manager and other partners to identify additional plants to be added to the demonstration area.
  - Take the lead in planting and coordinating days of service around the restoration area.
  - Expand on interpretive materials, including tribal consultation and information.
- National Trails Day, National Public Lands Day – TRSP is using these days of service to promote native plant restoration efforts at the park.
  - Collaborate with park staff to develop work plans for each event to meet the overall park goals.
  - Market or promote the event across a variety of platforms.
- Community Outreach Events
  - Coordinate with Region 2 Parks staff and other AmeriCorps members to provide outreach at selected community events and festivals.

As part of the Travelers’ Rest team, become knowledgeable of the history and natural history at TRSP and share that knowledge with park visitors in formal and informal settings (visitor center, roving interpretation, formal interpretive programs, etc.)

- 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](http://my.americorps.gov) portal. To apply, you can follow the link [HERE](#) to our application within [my.americorps.gov](http://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.*