

# Position Description

## 1700 Hour Montana Heritage Park Steward

### Location: First Peoples Buffalo Jump



**Term of service:** January 18, 2021 – November 19, 2021

**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:**

First Peoples Buffalo Jump State Park is a 2100-acre site which contains the largest buffalo jump in North America. Located where the prairie transitions to the eastern Rocky Mountain Front and among the scenic buttes and island mountain ranges, it is a vitally important cultural, prehistoric site that was used during the "Dog Days" of several Plains and Plateau tribes. A 6000 square foot visitor center contains exhibits that tell the story of how tribes conducted a buffalo jump hunt and processed the animals after they were stampeded off the cliff. There is also a gift shop operated by park staff. A 3 - mile interpretive trail tells additional history as visitors are hiking through the area. The park also has 4-miles of newly added trails. Park staff host students from all over Montana and neighboring states as the site is a favorite field trip destination. Visitors from all 50 states and numerous foreign countries enjoy the site to learn about the tribal culture. Another component of park operations is Tower Rock State Park. This natural feature was prominently noted in an 1805 journal entry of Captain Meriwether Lewis, co-leader of the Corps of Discovery.

An AmeriCorps member will help enhance the incredible cultural and natural resources of these parks. The member will improve educational and interpretive opportunities by working with youth groups and junior rangers on projects in the parks.

Outreach programs will target and encourage school groups and organizations to use the park, especially those that assist at-risk populations. The member will increase volunteer capacity by hosting an open house for potential and new volunteers. To improve park land, the member will implement noxious weed control measures such as mapping, biocontrol, chemical/mechanical treatments and facilitate trail work with volunteers.

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
  - Conduct noxious weed control by leading volunteer weed pull days to improve park land and native plant diversity
  - Monitor existing weed biocontrol plots as well as work on new releases
  - Perform trail maintenance and lead trail maintenance workdays to help maintain park trails
- Expand educational and interpretive programs
  - Member will develop and conduct educational and interpretive programs at the park as well as provide distance programs through video conference to expand offerings to teachers and their students
  - Develop and conduct events or work days at the parks with educational components that will get participants active, teach them about certain topics and complete work for the parks, such as a guided hike focusing on noxious weeds followed by a weed pull.
  - Lead the Junior Ranger programs by developing and delivering programs to help expand our offerings to reach more kids
  - Expand park's suite of interpretive programs through creation, development, and editing of online videos and Zoom to encourage people to learn about the park even though they may be physically distant
- Increase volunteer capacity
  - Recruit businesses and organizations that offer group volunteer opportunities to volunteer at the parks
  - Member will plan monthly volunteer work days to encourage volunteers to stay connected with the park
  - Member will work to retain existing volunteers through a monthly newsletter
  - Actively recruit volunteers while representing the park at community events
- Enhance outreach and awareness of state parks
  - Represent the parks at community events that target people looking for information on local recreational and volunteer opportunities
  - Represent the park on local media

- Use presence on trails to capture content for social media/park promotion. This can be photos, videos, stories, current happenings, or needs

**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 \$14,279 over 44 week term of service (\$325/week)
- An AmeriCorps Education Award of \$6,195 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](https://my.americorps.gov) portal. To apply, you can follow the link [HERE](#) to our application within [my.americorps.gov](https://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 4, 2020.

\* 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.*