

# Position Description

## 900 Hour AmeriCorps Member

### Frenchtown Pond and Council Grove State Parks

Location: Missoula, MT

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**Term of service:** April 8, 2019 – September 13, 2019

**Service schedule:** Member will serve a minimum of 915 hours over a 23 week term, averaging 41 hours per week with 40 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

#### **Position Summary:**

This AmeriCorps member will be active in the Missoula and Frenchtown communities as well as surrounding areas. Frenchtown Pond and Council Grove are two popular day-use State Parks west of Missoula that offer a wide variety of recreational opportunities. Fishing, paddle sports, birding, and wildflower viewing are all accessible between these two popular destinations. Fish Creek is a large undeveloped park West of Missoula located in Mineral County. It offers world class fishing, hunting, and scenic views.

This member would oversee educational and interpretive programs at these State Parks while coordinating with local and non-profit organizations. The member would spearhead marketing and community outreach for programs and special events held at parks. This member would continue on previous members popular Junior Ranger Programs offered at Frenchtown Pond, which has seen record participation numbers this past season. This AmeriCorps member would play a key role in The Big Paddle, a special event focused on paddle sports and the transition from flat water to rivers. The Big Paddle, had its inaugural event in 2018 and has room to expand on education, interpretation, games and activities. This member would also assist in weed management at all parks using biocontrol, hand pulling and spraying.

The AmeriCorps member would work closely with state park staff and other AmeriCorps member to promote awareness of park activities within Region 2 of Montana State Parks. These activities are but not limited to, trail development, native landscaping, restoration within riparian areas, weed pulls, camp-outs, and special events.

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 park staff and other regional AmeriCorps members to develop and organize region wide service days that include trail maintenance and/or construction, weed control, habitat enhancement, native landscaping, monofilament collection and stream bank stabilization.
  - Develop a proposal for a native plant garden at Frenchtown Pond State Park.
- Expand educational and interpretive programs
  - Produce and coordinate a series of summer-season educational, and park interpretive programs including the Junior Ranger Program.
  - Collaborate with local schools, non-profits and businesses for special events at all parks. Facilitate and expand outreach/marketing to the local community and school districts to expand utilization of State Parks.
- Increase volunteer capacity
  - Collaborate with local volunteer resource organizations in the Missoula area.
  - Utilize volunteer Missoula web page, [www.volunteermisoula.org](http://www.volunteermisoula.org)
  - Organize volunteer resource management projects, National Public Lands Day, National Trails Day, etc.
  - Recruit volunteers for park land improvement projects and Special Events.
  - Operate Social Media outlets for volunteer recruitment.
- Enhance outreach and awareness of state parks
  - Conduct targeted outreach to community, schools and youth groups.
  - Utilize Social Media outlets like Facebook for community outreach and information.
  - Develop and represent Frenchtown Pond, Council Grove and Fish Creek State Parks using informational booths at area festivals, and Saturday markets. These booths would focus on events and children opportunities within the State Park system.

**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 \$5,175 over a 23 week term of service
- An AmeriCorps Education Award of \$3,047.50 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
- 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 900 hour positions, placement preference will be assessed during the interview process.

**Application Deadline:**

Applications are due by March 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.*