

# Position Description

## 1700 Hour Montana Heritage Park Steward

### Missouri Headwaters and Madison Buffalo Jumps State Parks



**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:**

Missouri Headwaters State Park is a National Historic Site where the Jefferson, Madison and Gallatin Rivers come together to form the Missouri River. The confluence of these rivers is an important crossroads for many different peoples going back to very early nomadic hunter gathering cultures. The Lewis and Clark Expedition stopped here for three days on their journey. The AmeriCorps member will play an important part in the preserving and telling of this significant story by implementing programs that improve park lands, expand our educational and interpretive programs, and enhance our community outreach. In addition to these duties the AmeriCorps member will coordinate and facilitate events out at our sister state park, Madison Buffalo Jump 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:**

- Improve park land
  - Organize a community “weed pull” day.
  - Monitor Flea Beetle Releases for Bio weed control.



- Work with employees of the local cement plant on a park and community cleanup day.
- Assist maintenance staff with special projects that improve park facilities, like installing new interpretive displays and signage or replacement of various minor parks infrastructure.
- Expand educational and interpretive programs
  - Present interpretive programs to visiting schools.
  - Facilitate campfire speaker programs.
  - Assist parks staff with Saturday evening speaker programs.
  - Reach out and present programs about the parks at local schools.
- Increase volunteer capacity
  - Recruit volunteers by reaching out to the local Three Forks community.
  - Coordinate with park's friends' group at special events like Flying Buffalo Project at Madison Buffalo Jump State Park.
  - Set up tables at local farmers' markets.
  - Implement a National Trails day event at Madison Buffalo SP
- Enhance outreach and awareness of state parks
  - Implement visitor surveys.
  - Help Organize and Coordinate special events in support of Madison Buffalo Jump State Park such as the Flying Buffalo Kite Flying day.
  - Contact Native American tribes throughout the state for tribal involvement with the Madison Buffalo Jump State park.
  - Work with local birding groups to monitor nesting Peregrine Falcons.
  - Help the local Three Forks Historical Society with special projects like cataloging artifacts with special interest to the state parks.

#### **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 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 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.*