

# Position Description

## 900 Hour AmeriCorps Member

### Pictograph Cave State Park

Location: Billings, MT



**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:**

Pictograph Cave was designated a National Historic Landmark in 1964 because of its archeological significance. It is the site of the first major archeological excavation of the Northern Plains, conducted here from 1937 to 1941. Prehistoric hunters who used Pictograph & Ghost Caves left over 100 pictographs and over 30,000 artifacts, some of which are thought to date back over 4,000 years. Pictograph Cave State Park is located 5 miles south of Billings, Montana, the largest city in the state.

One of our missions at Pictograph Cave State Park is to provide interpretative and educational programs to visiting schools and other groups. An AmeriCorps member will provide a much needed presence that will allow us to offer high quality presentations on a two to three part rotation for visiting schools. During peak visitation an AmeriCorps member may lead walking tours, display fur trunks, hold atlatl contests and help coordinate other visitor activities. They will provide for a more family friendly experience organizing a wide variety of activities such as Jr. Ranger Days, Scavenger Hunts or hands-on archaeological digs in our outdoor dig boxes. We are constantly learning new stories and facts about this site pre-1930’s and have been busy compiling this information into interpretive materials. An AmeriCorps member would assist with the development of these materials, and collaborate with updating interpretive panels or displays to better reflect the current and historic content of this site.

A member will also be required to host several volunteer service projects with the focus of improving park grounds and trails. The member will work co-operatively with MCC crews, United Way, and youth service groups to plan and implement these projects. The AmeriCorps member will continue to monitor the spread of noxious and invasive species. They may plant and maintain native grass seed and add trees and shrubbery throughout the site.

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:**

- **Assist in the scheduling, development and delivery of educational and interpretive tours, programs and special activities for groups of all ages.**
- **Plan, coordinate and carry out Earth Stewardship and Jr. Ranger programs.**
- **Arrange for hosting and leading several volunteer service projects designed to improve park acreage.**
- **Participate in events put on by local and state-wide volunteer, archeological and natural-history based organizations.**
- **Assist Park Ranger in the development of special events at Pictograph Cave State Park involving artists, guest speakers and vendors.**
- **Practice initiative and teamwork to help staff throughout the park and Visitor Center to enhance the visitor's experience during peak season.**

**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 December 1, 2017.

\* 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.*