

# Position Description

## 1700 Hour AmeriCorps Team Leader

### State Park Headquarters, Helena



**Term of service:** January 5, 2015 – November 6, 2015

**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 holiday, vacation or sick time

#### **Position Summary:**

Montana State Parks works to ensure that a new generation of young people will be invested in the stewardship of Montana's natural and outdoor recreational resources. This position will help strengthen educational programming which is essential to developing connections between state park resources and students.

This position also serves as a team leader with an emphasis focused on member support through teambuilding, mentorship, and project coordination.

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:**

##### Education Program Component

- Create an inventory and conduct an analysis of current state park curriculum based programs being used in state parks.
- Work with park managers to identify additional appropriate topics and themes for science study in state parks that align with state curriculum standards.
- Develop a list of potential curriculum that could be developed for state parks.
- Create a Science, Technology, Engineering and Math (STEM) curriculum / program development guiding document.
- Develop 2 to 3 curriculum based pilot programs in partnership with park managers.



- Coordinate a teacher workshop for the Montana Educators Association conference to review materials and promote the use of state parks as outdoor classrooms.

#### Team Leader Component

- Provide leadership and support for members.
- Lead and facilitate team service projects.
- Provide information and resources on best practices.
- Plan, lead, and evaluate member development activities and training sessions.
- Design and conduct monthly team meeting in collaboration with program coordinator.
- Conduct monthly one-on-one meetings with members.
- Facilitate connections between members.

#### Community Outreach Component

- Develop and deliver a public program which is targeted toward at-risk populations that will encourage participation in outdoor activity and provide information on the health benefits of being outside and engaging in outdoor recreational activity.
- Participate in the delivery of an outdoor skills development program (Outdoor Fest) for children and families at Spring Meadow Lake State Park.
- Plan, recruit volunteers for, and implement at least 2 land improvement projects with the Helena Area State Parks Manager.
- 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 a national service criminal history check

#### **Benefits:**

- Living allowance of \$12,540 over 44 week term of service
- An AmeriCorps Education Award of \$5,645 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, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

\* Volunteers support the management and operation of Montana State Parks. They do not take part in 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, the poor, 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.*

### **Applicant Certification**

*I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position*

Member Name \_\_\_\_\_

Member Signature \_\_\_\_\_

Date ||| \_\_\_\_\_