

Position Description

1700 Hour AmeriCorps Member

Milltown State Park



Term of service: January 13, 2014 – November 14, 2014

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:

Abundant outdoor opportunities and a rich cultural heritage converge at the newly restored confluence of the Clark Fork and Blackfoot Rivers at the heart of the Milltown State Park. With an opening anticipated in 2014, Milltown State Park features more than 500 acres of terrain, ranging from restored river bottoms to a pine forested bluff overlooking the confluence. The park will offer opportunities for hiking, biking, fishing, floating and watching birds and wildlife. The park will include trails, picnic shelters and river access points. Interpretive displays, both physical and digital, will explore the natural and human history of the area through the millennia. The hopeful story of the removal of the Milltown Dam and rivers' return offers an opportunity to explore America's changing relationship to the land as well as the benefits that river restoration yields for Montana's families and communities.

An AmeriCorps member at Milltown will play a key role in developing the park's interpretive programming, building its base of volunteers and enhancing the landscape's recovery. 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 volunteer resource management projects, including National Trails Day and National Public Lands Day
- Implement resource management activities



Expand educational and interpretive programs

- Facilitate interpretive planning
- Research interpretive topics
- Write and edit draft interpretive content for signage and digital applications
- Evaluate digital apps and social media for interpretive and education usage
- Develop, market and lead interpretive programs for varied audiences
- Develop, market and lead school programs
- Evaluate visitor experience of interpretive materials
- Provide technical assistance to partner organizations involved in interpretation

Increase volunteer capacity

- Provide capacity building advising to a new park friends' group
- Organize volunteer events involving resource management and interpretation
- Recruit and coordinate long-term park volunteers

Enhance outreach and awareness of state parks

- Utilize social media to encourage and sustain participation in park activities
- Conduct targeted outreach to community, civic, school and youth groups
- 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; experience with social media, phone & tablet apps, and content management systems is desirable
- 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 \$12,100 over 44 week term of service
- An AmeriCorps Education Award of \$5,550 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 / / _____