Position Description
675 Reduced Half Time Member
Lewis & Clark Caverns State Park

Term of service: April 15, 2013 – August 16, 2013

Service schedule: Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

Position Summary:

Lewis & Clark Caverns is Montana's first state park and showcases one of the most highly decorated limestone caverns in the Northwest. There are many opportunities for an AmeriCorps member to help enhance interpretive and educational services in the park. The member will also coordinate National Trails Day, conduct community outreach, carry out a Citizen Science Project, and cultivate a strong volunteer program and organize activities to encourage young people and families to "Get Outdoors."

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**

Specific Position Responsibilities:

- **Expand the park's volunteer opportunities for the main visitor center**
- **Oversee National Trails Day**
- **Collaborate with the park interpretation specialist to enhance educational opportunities**
- **Execute frontline interpretation and educate visitors at the main visitor center**
- **Develop a Citizen Science Project leading to the development of a park friends group**
- **Highlight park resources by interacting with local community groups, highlighting the connection between the park and local tourism opportunities**
- **Further interpretive displays for the visitor center education room**
- **Connect the park to the statewide "Get Outdoors" program**
- **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 $3,600 over 18 week term of service
- An AmeriCorps Education Award of $2,114 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, 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 _____