

# Position Description

## 1700 Hour AmeriCorps Member

### Flathead Lake State Park



**Term of service:** January 17, 2016 – November 18, 2016

**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 served” to be used as holiday, vacation or sick time in addition to regularly scheduled weekends.

#### **Position Summary:**

Flathead Lake, the largest freshwater lake west of the Mississippi, provides numerous recreational opportunities, including six state park units that make up Flathead Lake State Park. Strategically located around Flathead Lake, the park units include Wayfarers, Yellow Bay, Finley Point, Big Arm, West Shore, and Wild Horse Island. A destination stop for many locals and tourists visiting nearby Glacier National Park, Flathead Lake State Park receives over 281,000 visits annually. These park units offer unique camping, hiking, sightseeing, picnicking and wildlife viewing opportunities. The lake itself affords some of the best lake trout fishing and water-based recreational opportunities in the western United States. The Wild Horse Island Unit, with over 2,000 acres, is the only island state park in the Montana State Parks system and boasts superb wildlife viewing opportunities of bighorn sheep, mule deer, songbirds, waterfowl, bald eagles, and falcons, as well as five wild horses.

This AmeriCorps position will be housed out of the Flathead Lake Ranger Station located in Flathead Lake State Park – Wayfarers unit on the south side of Bigfork, Montana.

The AmeriCorps member will be exposed to a variety of experiences at the Flathead Lake State Park. The main project will consist of the continued development and finalization of the interpretive plan and subsequent interpretive displays for the Ranger Station and park units. The member will increase volunteer capacity by recruiting volunteers to the parks and hosting projects with volunteers to improve park land. In addition, the member will continue to foster the relationship between the Park and Bigfork Schools with the goal of developing a school to park nature week. The member will develop skills in park improvement and management by working on the trail systems, controlling noxious weeds, and other land improvement projects. The member will also have the opportunity to identify opportunities for future programs, events and interpretive displays throughout the Flathead Lake 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
  - Coordinate the National Trails Day event in June.
  - Coordinate the National Public Lands Day event in September.
  - Coordinate noxious weed pulls on Wild Horse Island, targeting areas identified in past weed mapping projects.
- Expand educational and interpretive programs
  - Develop and finalize the Flathead Lake State Park Interpretive Plan.
  - Develop interpretive indoor displays for the Ranger Station.
  - Begin to develop external displays for all park units.
  - Continue the partnership with Bigfork Schools to develop a school to park nature week at the Wayfarers unit.
- Increase volunteer capacity
  - Recruit volunteers for National Trails Day, National Public Lands Day and noxious weeds pull days on Wild Horse Island.
- Enhance outreach and awareness of state parks
  - Develop and post regularly on Facebook page.
  - Develop signage and posters for volunteer events.

**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 \$12,530 over 44 week term of service
- An AmeriCorps Education Award of \$5,775 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](https://my.americorps.gov) portal. To apply, you can follow the link [HERE](#) to our application within [my.americorps.gov](https://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. Applications are accepted through January 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.*