

# Position Description

## 1700 Hour AmeriCorps Member

### Lewis & Clark Caverns 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:**

Lewis & Clark Caverns State Park is a 3000 acre site located in the Jefferson River Canyon in the midst of the London Foothills of the Rocky Mountains. As a historic site that boasts ties to Native Americans and the Lewis & Clark Expedition, it hosts over 70,000 visitors annually through its campground facilities, visitor centers, concessions and guided cave tours. As Montana’s first state park it is targeted for increased services and has the potential for tremendous growth. Thus, a motivated and organized AmeriCorps member could greatly impact this growth and help shape the park’s future direction.

The member would address the park’s increasing visitation by leading regular, school group and Paradise tours (for physically disabled individuals) of the caverns; arranging more non-cave interpretation through a Friday campground presenter series, and creating original programs in the off season; and promote increased stewardship of the 10 miles of trails in a spring maintenance event and fall cave cleaning for National Public Lands day. The member would continue the efforts from the 2016 member for a proposed ADA trail near the campground and explore grant funding for it.

This position would assist Sara Scott of the heritage resource program in creating more recognition for the Civilian Conservation Corps projects done in the park. Member would also team with the Lewis & Clark Caverns Association to host a geocache in spring, an Outdoorfest for children in the fall.

A goal of this position would be to recruit visitor center docents. The member would host an Open House or other activity to spike interest, targeting spring park users as a source for volunteerism. The AmeriCorps member would participate in community events, and actively participate in meetings with local service and tourism groups to increase partnership potential. This individual would be welcomed into a dynamic team excited to build a state park that maximizes its potential!

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
  - Lead a March or April trails maintenance day
  - Create a formal proposal for an ADA trail along with grant application
  - Organize a Cave cleaning event for National Public Lands Day with partners and sponsors
- Expand educational and interpretive programs
  - Schedule, introduce & assist with summer Friday campground presenters and all reports that accompany Humanities Montana and State Parks
  - Meet the needs of the disabled by leading Paradise Cave Tours and streamlining procedures to reserve these tours
- Increase volunteer capacity
  - Contact early season mountain bike and hiking trails users for the maintenance day
  - Recruit specifically for visitor center docents or longer service commitment volunteers with an Open House
- Enhance outreach and awareness of state parks
  - Staff a booth at the Whitehall River Days and local events
  - Meet with service and tourism organizations and the Caverns Friend's Group promoting the State Parks and AmeriCorps

**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 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 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.*