

Position Description

1700 Hour AmeriCorps Member

Helena Fish, Wildlife, and Parks Headquarters



Term of service: January 10, 2017 – November 11, 2017

Service schedule: Member will serve a minimum of 1,715 hours over a 45 week term, averaging 40 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:

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:

- Improve park land
 - Coordinate with the Helena area park manager to plan and implement projects which will improve the condition of at least 5 acres.
 - Contribute to the development of programmatic weed infestation data collection by AmeriCorps members.
 - Provide project planning and implementation support to other AmeriCorps members on a variety of park improvement projects



- Expand educational and interpretive programs
 - 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.
 - Develop 2 to 3 curriculum based pilot programs in partnership with park managers.
 - Develop STEM based education trunk materials for use in state parks.
- Increase volunteer capacity
 - Plan, recruit volunteers for, and implement at least 2 land improvement projects with the Helena Area State Parks Manager.
- Enhance outreach and awareness of state parks
 - Assess projects and programs that might engage communities and local organizations / groups in stewardship projects. Work with The Helena Area Resource Office park manager to develop a pilot service learning project.
 - Participate in the delivery of the Outdoor Fest at Spring Meadow Lake State Park an outdoor skills development event for children and families;
- Team Leader Component
 - Provide leadership and support for Montana State Park AmeriCorps 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.
- 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 the requirements of the National Service Criminal History Check

Benefits:

- Living allowance of \$13,345 over 45 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.