

# Position Description

## 1700 Hour AmeriCorps Member

### Council Grove, Fish Creek & Frenchtown Pond

### State Parks: Missoula, MT



**Term of service:** January 15, 2018 – November 16, 2018

**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 Scheduled to Serve” to be used as sick, vacation, or other personal leave.

#### **Position Summary:**

This AmeriCorps member will conduct activities that will enhance community outreach and build community support at three popular day-use state parks near Missoula, Montana. This project includes: coordinating educational and interpretive programs and collaborating in all special events; collaborating with local schools and non-profits in land improvement projects including riverbank stabilization, noxious weed pulls, and trail rebuilding efforts; updating PowerPoint programs for presentations to local groups, civic organizations, county weed boards and other governmental groups; and conducting targeted outreach activities to community, civic, school and youth groups.

Council Grove and Frenchtown Pond are highly visited state parks located west of Missoula, MT. Council Grove SP has a cultural emphasis, marking the location of the council site for the signing of the 1855 Hellgate Treaty. Frenchtown Pond is a recreational park, featuring water access for non-motorized boating, swimming and group activities. Fish Creek is a large (5,200+ acres) wildland (undeveloped) park west of Missoula in Mineral County. The AmeriCorps member will share an office space in the regional Headquarters building in Missoula.

Housing for AmeriCorps members may be available at Travelers’ Rest Park (in Lolo, MT; 12 miles south of Missoula). A nominal rental fee may be required.

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 through collaboration with park staff in designing and executing a series of small projects in riverbank restoration, noxious weed control, and mitigating park resource degradation from high-levels of visitor-use. This will include opportunities for training and individual research into project areas as well as -volunteer recruitment and working with schools & non-profit groups.
  - Collaborate with local schools and non-profit groups in developing small riverbank stabilization projects such as vegetation plantings and weed pulls at Council Grove and Fish Creek State Parks.
  - Research resource/riverbank protection methods and techniques to protect fragile riverbanks and still provide access to the river's edge for recreational use.
  - Collaborate with park staff to expand release bio-control insects on noxious weeds at all parks.
  - Collaborate with park staff to map noxious weed infestations at all parks.
  - Investigate cost-share grant funding opportunities for larger-scale riverbank stabilization projects at Council Grove State Park.
- Expand educational and interpretive programs through collaboration with park staff and other local AmeriCorps members. Member training will include Certified Interpretive Guide (CIG) training as well as other local opportunities.
  - Produce and coordinate a series of summer-season, educational and park interpretive programs at Council Grove and Frenchtown Pond. Initiate interpretive programming at Fish Creek State Park. Target series programs to local constituencies through marketing efforts.
  - Collaborate with local schools and non-profit groups holding special-events at all parks; facilitate and expand outreach to local community school districts to increase opportunities for schools to utilized State Parks.
- Increase volunteer capacity through collaboration with the Volunteer Missoula non-profit, as well as other local volunteer recruitment organizations. Take advantage of training opportunities in volunteer management, recruitment and marketing.
  - Collaborate with local volunteer resource organizations in the Missoula area.
  - Organize volunteer resource management projects, including National Trails Day and National Public Lands Day.
  - Collaborate with local schools and non-profit groups holding special events at both parks where a public service project is typically part of the event.
  - Recruit volunteers for park land improvement projects.
- Enhance outreach and awareness of state parks
  - Conduct targeted outreach to community, civic, school and youth groups.
  - Update PowerPoint programs for both Parks, for presentation to local groups and civic organizations.
  - The AmeriCorps member would represent both Frenchtown Pond, Council Grove and Fish Creek State Parks at any department informational booths at area festivals or events (Local Farmer's and Community Markets, Kid's & Schools Festivals, Community events such as e.g., Missoula's River City Roots Festival.

**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 \$12,628 over 44-week term of service
- An AmeriCorps Education Award of \$5,815 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.

\* 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.*