

# Position Description

## 100 Hour AmeriCorps Member

### Lone Pine State Park – Evening Program Coordinator

#### Kalispell, Montana



**Term of service:** May 21, 2018 – October 26, 2018

**Service schedule:** Member will serve a minimum of 915 hours over a 23 week term, averaging 41 hours per week with 40 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

#### **Position Summary:**

Lone Pine State Park, located just outside of Kalispell, provides many recreation and educational opportunities for locals and those traveling through the area. The park has an interactive visitor center, exceptional scenic overlooks, and over seven miles of hiking trails. Lone Pine State Park has a long history of providing quality interpretive and educational programs to youth and adults. With the proximity to Kalispell, Lone Pine State Park offers a perfect outdoor classroom setting, providing area youth multiple interactions with and in nature. The primary function of this position will be to promote the underutilized evening hours of Lone Pine State Park, through the development of evening programs. To help facilitate this new endeavor, this position will actively recruit volunteers to work at the welcome desk during the evening hours. This position will increase public outreach and awareness using the park’s Facebook page and interaction with the Friends of Lone Pine.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below 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
  - Trail monitoring and maintenance on the 7.5 miles of trails at Lone Pine State Park.
  - Monitor the new trail signage system implemented in 2017.



- Expand educational and interpretive programs during the evening hours
  - Find new and imaginative ideas to promote activities at Lone Pine after 5:00 pm.
  - Lead interpretive programs on park trails
- Increase volunteer capacity\*
  - Recruit volunteers to work at the welcome desk for the expanded visitor center hours.
  - Organize volunteer appreciation events and gatherings.
- Enhance outreach and awareness of state parks
  - Weekly monitor and add updates to the park Facebook page
  - Do weekly program press releases.
- Participate in service activities including National Days of Service\*\*
  - Working with cooperative community groups to organize and direct volunteer groups to improve park lands and facilities.
- Respond to disasters, when called upon to do so by the program

**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 \$5,175 over a 23 week term of service
- An AmeriCorps Education Award of \$2,907.50 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, 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 900 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.*