

Position Description

900 Hour AmeriCorps Member

Lake Elmo State Park

Billings, Montana



Term of service: April 9, 2018 – September 14, 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: Located within the city limits of Montana’s largest city, Lake Elmo State Park is a cornerstone of summertime activities for many visitors. People come from around the region to picnic, canoe, kayak, paddle board, wildlife and bird watch, and many other activities. Containing one of Montana State Parks few dog parks, Lake Elmo provides an opportunity for dog lovers to help quench their friend’s need to swim and run free. Lake Elmo is also a highly used park for many fitness events including multiple triathlons and challenge run courses.

This AmeriCorps member will enhance many of these park services at this highly visited park and will have the opportunity to interact with park visitors to inform them of park opportunities, rules and regulations. The member will assist staff in a variety of roles, as well as developing new recreational and interpretive opportunities, and will provide interpretive programs to school groups. The Member can utilize previously developed trunks or Junior Ranger, as well as develop programs regarding topics they are passionate about. The member will assist in developing and providing programs at the park, including several triathlons and fun runs, and will organize and develop programs for the public involving education and safety. The AmeriCorps member contribute to enhancing the Lake Elmo environment by continuing the management efforts of the Russian olive challenge and seeking ways to enhance the playground by attractively landscaping the area for families. They will also be involved in upkeep of present facilities (painting, etc.) to increase their longevity.

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**
 - Enhance the natural area of Lake Elmo State Park by continuing to control the Russian olives through removal of trees.
 - Introduce new native trees to the park natural area and maintain those previously introduced.
- **Expand educational and interpretive programs**
 - Hold at minimum three Junior Ranger Programs during term. Americorp Member will need to recruit Scout Troops, YMCA, Day Cares, Schools, or other audiences.
 - Provide educational programs to school end of year celebrations held at the park.
- **Increase volunteer capacity**
 - Develop the volunteer program and coordinate at least two volunteer projects, this can include continuation of volunteer programs currently in place.
- **Enhance outreach and awareness of state parks**
 - Develop partnership to assist with completing retaining wall and/or additional park amenities.
 - Provide assistance for fun runs, summer celebration and triathlons. Provide outreach regarding same, develop and post flyers and posters.

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
- 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 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.