

# Position Description

## 900 Hour AmeriCorps Member

### Lewis & Clark Caverns State Park

### Three Forks, 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:**

As Montana’s first State Park, Lewis & Clark Caverns State Park is a unique place located 40-50 miles between Bozeman and Butte Montana, 1 hour from historic Virginia City and about 2 hours from Yellowstone National Park. The park is fairly remote as the closest communities are Whitehall and Three Forks which are both 15-20 minutes from the park. The unique aspect of our location is that several communities have strong ties to the park.

This park plays a special role with our local communities due to the various recreation opportunities the park offers along with long ties to the history of the area. Nestled in the scenic Jefferson Canyon of the London Hills, Lewis & Clark Caverns is one of the largest Montana State Parks including 1400 vertical feet elevation change over 3000 acres of park land. The facilities of the park feature ten miles of popular hiking/mountain biking trails, two picnic areas, river access, the renowned caverns with three types of tour and a well-used campground. The park offers fantastic scenery and strong biodiversity.

All of these elements lead to a myriad of challenges and this is where AmeriCorps comes in. This position will have interpretive interactions with youth, disabled, and elderly visitors. Our AmeriCorps members will also work to engage the local communities to increase volunteerism in the park to help augment our staff and address weed and trail issues as well as several projects aimed to improve the park’s aging infrastructure.

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
  - This member will have the opportunity to spend 5-10 days of their term helping control noxious weeds in the park. This individual will work alongside park maintenance, volunteers and other entities to address the park's various weed control issues.
- Improve park trails
  - This member will coordinate with Montana Conservation Corps crews and volunteers to address needs for the trails as they arise during the peak season. Factors beyond use such as inclement weather can greatly affect the amount of trail work needed and the areas of the trail that are affected.
- Expand educational and interpretive programs
  - Expand on Paradise Tour Program. Working with our 1700 hr member to further develop this program and add more tours
  - Expand our capacity to offer educational tours to local schools in the spring
  - Continue and grow the Junior Ranger Campout and the National Trails Day Events.
  - Collaborate with the 1700 hour member in hosting our Friday Night Campfire Program series.
- Increase volunteer capacity
  - This member would target churches, Scout Troops, the Norther Rocky Mountain Grotto (caving organization), high schoolers or colleges students looking for civic projects and then reward those with appropriate incentives (free tour tickets, civic awards, cabin stay, dinner after the event, etc).
- Enhance outreach and awareness of state parks
  - The member can attend the Whitehall Frontier Days and Three Forks Rodeo parade days (unless there is a conflict with Bannack Days) to reach out to locals, target for volunteers, educate about white-nose syndrome in bats and promote the park trail system.
  - Another project we hope to address with the help of our AmeriCorps members is to consider recycling options and how to partner with other groups to help make the park more effective in this area.

Site Supervisor should list a total of 6 to 8 specific position responsibilities (Please use bullets) that correspond with the four program goals listed above. Please go beyond just listing tasks, and describe responsibilities broader.

**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.*