

Position Description

900 Hour AmeriCorps Member

Salmon Lake, Placid Lake, & Beavertail Hill State Parks

Seeley Lake, 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:

This position will be based out of one of Montana most wonderfully scenic mountain communities, Seeley Lake! Small town charm with a close-knit community, neatly nestled in a pristine mountain valley where outdoor recreational opportunities abound.

This position will involve work that needs to be completed at three separate nearby parks including: Placid Lake, Salmon Lake, and Beavertail Hill State Parks. The exact daily routine will be agreed upon by the supervising Park Manager and the AmeriCorps applicant. It is the desire of the Park Manager to direct and focus efforts based upon the greatest strengths of the AmeriCorps applicant.

This AmeriCorps member will be tasked with both increasing and enhancing outdoor recreational opportunities in these parks by developing comprehensive park resource reports. These reports will necessitate completing basic S.W.O.T. analysis for several key areas of development that have already been identified, including: existing trail repairs, new trail paths into areas where they currently do not exist, identification of plants and animals for inclusion into park trail guides, park boundary signage, mitigation and signage of any threats for visiting public, planting of native trees, removal of invasive non-native plants, and necessary repairs of an existing elevated wooden walking path over a riparian area.

It is the desire of Montana State Parks that the AmeriCorps candidate will work with local citizens, school children, potential partnering agencies and businesses, and any advocacy group members to invoke their active participation in field work at the State Parks. These efforts will require the AmeriCorps candidate to actively engage people in classrooms, and potentially give presentations at appropriate group functions such as meetings.

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**
- Conduct S.W.O.T. (strengths, weaknesses, opportunities, threats) analysis for existing trails, develop plan to implement necessary changes at identified weakness and then develop a plan to include significant strengths with new sections of approved trail development
- Conduct trail maintenance on existing trails
- Collect and prepare a park interpretive sign inventory folder, ensure that any signs deemed out of date are replaced with approved signage

- **Expand educational and interpretive programs**
- Coordinate and facilitate weekly interpretive “campfire programs”
- Develop and improve existing trail guides and other interpretive materials

- **Increase volunteer capacity**
- Coordinate and facilitate public volunteer efforts to improve the natural state of each park with removing invasive non-native plants
- Coordinate and facilitate public volunteer efforts to plant native trees and plants in effort to enhance the parks natural environment
- Network and recruit with local schoolchildren, community members, partnering agencies, and any advocacy groups to rally around park needs as a regular ongoing location to volunteer their time and talents

- **Enhance outreach and awareness of state parks**
- Develop and maintain each individual park “calendar of events” into regional coordinators for inclusion into statewide promotional networks
- Actively participate in Regional Parks promotional events such as weekly craft fairs

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.