

Position Description

1715 Hour AmeriCorps Member

Region 2 Communication and Education Program Assistant
Location: Missoula



Term of service: January 16, 2024 – November 15, 2024

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:

The Region 2 Communication and Education Program Manager has the lead responsibility for external communication and public relations in the region and administers conservation education programs, primarily hunter/bowhunter and angler education. This AmeriCorps position will serve as an assistant to the FWP program manager, supporting regional outreach and education programs.

These conservation education programs are delivered to regional elementary, secondary and college students, as well as members of the public and local organizations. The regional CEPM also presents instructional outdoor workshops to teachers and youth and conservation group leaders. Montana is growing rapidly and the demand for conservation education programming and public outreach has risen dramatically. Current outreach demands include grizzly bear awareness and safety training; CWD; hunter, bowhunter, hunter and trapper education; outdoor skills building; outreach to youth and new hunters and anglers; and other annual priority outreach topics for FWP

Montana Fish, Wildlife and 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 Fish, Wildlife and 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 and water
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Other
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program



<https://fwp.mt.gov/aboutfwp/employment/americorps>

Member will contribute to the following Communication and Education goals:

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- Improve community outreach on FWP annual priority topics
- Expand educational and interpretive programs
- Enhance outreach and awareness of grizzly bears and safety
- Support the hunter and angler education programs and their volunteer instructors
- Enhance outreach and awareness of state parks
- Participate in service activities and events including National Days of Service

Specific Position Responsibilities:

- Improve community outreach on FWP annual priority topics
 - Prepare and host tables at events
 - Prepare weekly outreach for social media
- Expand educational and interpretive programs
 - Improve education trunks and other education materials for the region
 - Help evaluate, plan and assist delivering the aquatic education (Hooked on Fishing) program curriculum in collaboration with classes in the program
 - Develop resources for “ready to go” education programs
- Enhance outreach and awareness of grizzly bears and safety
 - Plan and help deliver bear aware workshops with bear spray training, presentations, and other education in collaboration with local outdoor groups and partners
- Support the hunter and angler education programs and their volunteer instructors
 - Prepare supplies/materials for classes
 - Assist volunteers with class preparations as needed
- Enhance outreach and awareness of state parks
 - Help coordinate educational materials and programs through the regional state parks and identify consistent messaging for conservation education programs
 - Work with other state park AmeriCorps members to assist with education and community events.
- Participate in service activities and events including National Days of Service

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

Montana Fish, Wildlife and Parks AmeriCorps 2024 Required Trainings and Events (subject to change):

- January 16: First Day of Service
- January 22-25: Member Orientation; Lubrecht Experimental Forest
- March 4-8: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 13-15: 19th Annual Serve Montana Symposium; Helena
- June 10-14: All Member Gathering; Lewis and Clark Caverns State Park
- July 19-20: Bannack Days; Bannack State Park
- August 31-September 1: Day of Honor; Chief Plenty Coups State Park
- November 14-15: Close of Service; Helena

Physical and Environmental Demands:

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Works with public and may inform public of site rules and regulations.
- May be required to lift over 25lbs across rugged terrain.
- The position may require some travel. The incumbent will be required to work odd hours, weekends, and holidays.

Benefits:

- Living allowance of \$444.00/week (taxed) and a \$300.00/month housing stipend
- An AmeriCorps Education Award of \$6,895.00 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
- Experience and training working in the fields of natural resources, 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

To Apply:

Montana Fish, Wildlife and 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 our 1715-hour positions, placement preference will be assessed during the interview process.

Field Code Changed

Application Deadline:

Applications are due December 8, 2023.

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of Montana Fish, Wildlife and 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 Fish, Wildlife and 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.