

Position Description

1715 Hour AmeriCorps Member

Trails Specialist

Location: Makoshika State Park, Glendive, Montana



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:

This is a great opportunity to work at one of Montana’s destination state parks. It will give the AmeriCorps member access to many amazing opportunities in the largest state park in the Montana State Park system. Makoshika State Park is over 11,500 acres in size and receives 100,000 visitors a year. The park has a visitor center, campground, amphitheater, group use shelter, 11 designated trails, disc golf course, and plenty of amazing views and vistas of the Montana badlands.

Makoshika State Park also has a paleontology lab. The park is known world-wide for its dinosaur fossils. Nine species of dinosaur fossils have been found in the park including Tyrannosaurs Rex and Triceratops. Makoshika State Park is also rich in geological, biological, cultural and historical resources. The member will help in the parks paleo lab by prepping fossils, creating foam jackets, and inventory the fossils into the system.

This AmeriCorps member will be helping to create projects for community service volunteers and retaining the volunteers for existing programs such as Stew Crew and Adopt-A-Trail programs, as well as any future projects will allow the member to assimilate to the community of Glendive and surrounding communities. The AmeriCorps member will support trail maintenance projects by coordinating volunteers to maintain the park’s 11 designated trails. This position will also support some of these duties at Medicine Rocks State Park and Pirogue Island State Park. They will also assist the other AmeriCorps member by coordinating with staff and help support the education programming during the educational field trip season and support staff during the summer youth program series. The position will also help develop the annual National Fossil Day event, Buzzard Day event, Dawson Days event and Makoshika Music and Arts Festival. AmeriCorps member would have the oppurnity to do trainings with NCCC and MCC crews when available.

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:

- **Expand educational and interpretive programs**
 - Work with the other 1715-hour AmeriCorps, ranger, volunteers and administrative assistant with presenting educational curriculum and STEM programs for field trip, home-school groups, scouts etc.
 - Support our weekly summer youth program
 - Develop and present a program for our summer campfire program
- **Improve Park Land**
 - Assist staff and volunteers with pulling weeds
 - Assist staff and volunteers with releasing biological control to help with leafy spurge and other noxious weeds
 - Recruit groups and volunteers to help fight noxious weeds
 - Continue the Stew Crew (Stewardship Crew of volunteers to help improve park land)
 - Continue with the Adopt-A-Trail program. Recruit more volunteers to adopt trails, making contact with current adopters, installation of signs for recognition, and training and helping as needed.
 - Helping coordinate and working with trail crews that come to Makoshika. (eg. NCCC and American Hiking Association, or other AmeriCorps members)
 - Continue to improve the trails in the park by widen them, clearing brush, fixing signs.
- **Increase volunteer capacity**
 - Set up and coordinate projects with community service volunteers to be completed; coming up with projects for them to do
 - Recruit volunteers through community events such as Community College Community Fair, Dawson County Fair, Farmer's Market, etc
 - Continue with and improve the Stew Crew and Adopt-A-Trail program by recruiting more volunteers
 - Working with Friends of Makoshika, a non-profit group that helps with events and fundraising for the park. They will help support the non-profit by helping organize events, fundraisers and helping recruit new volunteers for the group
- **Enhance outreach and awareness of state parks**

- Work with the Ranger to develop the annual National Fossil Day event at Makoshika State Park. This program helps the park outreach to its other paleo partners in the community
- Continue going to the Farmer's Market to make contact with community members and helping them gain awareness of the state park and its offerings
- Going door to door of businesses to distribute posters of events and programs that are offered at Makoshika State Park
- Continuing the Mako-Chella event; bringing community members together for a music and arts event in the park. Musicians, vendors, artists, businesses, etc.

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) with a \$300.00/month housing stipend
- An AmeriCorps Education Award of \$6,895 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 childcare 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 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.

Application Deadline:

Applications are due by December 8, 2023.

* 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 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.