

Position Description

675 Hour AmeriCorps Member

Lewis & Clark Caverns State Park: Three Forks, MT



Term of service: April 10, 2017 – August 11, 2017

Service schedule: Member will serve a minimum of 685 hours over an 18 week term, averaging 41 hours per week with 40 hours of “Time not served” to be used as holiday, vacation or sick time in addition to regularly scheduled weekends.

Position Summary:

Lewis & Clark Caverns State Park is a 3000 acre site located in the Jefferson River Canyon in the midst of the London Foothills of the Rocky Mountains. As a historic site that boasts ties to Native Americans and the Lewis & Clark Expedition, it hosts over 70,000 visitors annually through its campground facilities, visitor centers, concessions and guided cave tours. As Montana’s first state park it is targeted for increased services and has the potential for tremendous growth. Thus, a motivated and organized AmeriCorps member could greatly impact this growth and help shape the park’s future!

The member would address the park’s increasing visitation by leading school tours through the caverns in May and any volunteer groups in exchange for services done in the park. This AmeriCorps would work as a safety guide on Wild Cave tours, the Cavern’s off the “beaten path” cavern tour. Lewis and Clark Caverns is also a home to many non-cave activities as well, and this member would arrange more non-cave interpretation: organize a junior ranger campout and an event for National Trails Day.

This position would take the lead with volunteer groups –recruiting groups, organizing the service day(s), and negotiating on behalf of the park, service exchanges that would encourage new and diverse groups to volunteer at the Park. This person would continue contacts with the local Rotary Club; and initiate new outreach opportunities with organizations such as Scouting Groups, 4-h Clubs, churches and schools to propose projects that would benefit the volunteers as well as the park. This member would act as the Project leader on weed pulls, trail work, cave cleaning, or trash removal days.

As an extension of these duties, this position would also connect with possible partners to assist with recycling efforts in the park, getting park posters into the public eye, and improving park events. They would also represent the Park at local Chambers of Commerce or other service organization meetings. Connecting our park with our local communities is extremely important, thus, this member would conduct outreach during the Whitehall Frontier Days and Three Forks Rodeo weekend.



Make an impact and go far beyond what is asked of your usual Park's entry level position with Montana State Parks AmeriCorps. An organized, friendly person who is not afraid of some physical activity would do well in this role!

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 at least three land improvement projects (i.e. weed pulls, trail work, etc.) in conjunction with Park Maintenance, MCC Crews, and volunteers
 - Organize and advertize a National Trails Day event to raise awareness of resource availability, preservation, and encourage donations for future maintenance on trails.
- Expand educational and interpretive programs
 - Organize and host a junior ranger campout.
 - Perform "safety sweep" functions for Wild Cave tours.
- Increase volunteer capacity
 - Create and recruit for Wild Cave Safety Sweeper volunteer positions
 - Engage churches, schools, service organizations, grotto members in service projects that would appeal to the group and meet park's needs.
 - Negotiate service exchanges on the park's behalf with the groups (free tour tickets, a cabin stay, park-paid lunch, etc) to increase volunteer opportunities
- Enhance outreach and awareness of state parks
 - Attend local service organization meetings, to promote State Parks and Americorps as well as relay options for volunteering.
 - Table at local events (Three Forks Rodeo, Whitehall Frontier Days, Butte Folk Festival) to raise awareness of the park in local communities.

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 \$4,050 (\$225 per week) over 18 week term of service.
- An AmeriCorps Education Award of \$2,200 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 1700 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.