

Position Description

1715 Hour AmeriCorps Member

Position: Aquatic Invasive Species Outreach Coordinator

Location: Helena, Montana (with travel state-wide)



Term of service: January 13, 2025 – November 14, 2025

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 AmeriCorps member will help expand and enhance the Montana FWP Aquatic Invasive Species (AIS) outreach program to protect Montana’s vast water resources are protected from the harmful impacts of AIS. Montana’s many rivers, lakes and reservoirs are critical to sustain healthy habitats for fish and wildlife, provide recreational boating and fishing opportunities, support agriculture production, and maintain operation of hydropower facilities and water systems.

The AmeriCorps member will play a vital role in educating partners and the public about AIS detection and prevention. Providing clear communication, both written and verbal, is essential. The member must be comfortable giving presentations, leading group activities and working with children and adults. The member must be able to work and travel independently and collaborate with a variety of groups on projects.

The AmeriCorps member will attend AIS meetings with the opportunity to network with county, state, and federal agencies; tribes; conservation districts; watershed groups and non-profit conservation organizations. FWP will provide training for AIS education lessons, watercraft inspection and AIS survey protocols.

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 Montana FWP land and water
- Expand educational programs
- Increase volunteer capacity*
- Enhance outreach and awareness of Montana Fish, Wildlife and 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 state lands and water resources
 - Deliver AIS outreach information to staff and visitors at water-based parks.
 - Review AIS signage at public boat launch and fishing access sites to ensure appropriate signs are in place.
 - Assist FWP staff and partners with AIS removal or treatment projects as needed.
- Expand educational and interpretive programs
 - Conduct AIS education activities for adults and youth. This can include attending school fieldtrips, natural resource camps, kids fishing days, Jr. Ranger program, river clean-up events and campfire program at parks.
 - Identify and attend events to deliver AIS information including fairs and local events.
 - Research and develop new and innovative ways to teach the public about AIS.
- Increase volunteer capacity and partnerships
 - Identify groups interested in learning more about AIS and deliver presentations and workshops on AIS prevention, early detection, and awareness.
- Enhance outreach and awareness of AIS
 - Continue to implement the Marine Industry Outreach project that was started in 2021. Conduct in-person visits with water-based retail businesses and share AIS information and materials with the staff so they are better informed and can share this information with their customers.
 - Investigate new and creative strategies to educate the public about AIS using social media posts, videos, fact sheets, story map, and presentations. Promote AIS best practices about “Clean-Drain-Dry” and “Don’t Let It Loose” throughout the term.
- Gain experience with FWP professionals
 - Attend AIS prevention and monitoring training to gain an understanding of these activities.
 - Aid and assist FWP AIS staff with watercraft inspections, monitoring for aquatic plant and invertebrate species, and collecting water samples.
 - Aid and assist FWP Parks and Recreation staff to identify coordination opportunities and to integrate AIS messaging.

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 2025 Required Trainings and Events (subject to change):

- January 13: First Day of Service
- January 21-24: Member Orientation; Helena
- March 3-7: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 12-14: Annual Serve Montana Symposium; Helena
- June 9-12: All Member Gathering; Lewis and Clark Caverns State Park
- July 18-20: Bannack Days; Bannack State Park
- August 29-31: Day of Honor; Chief Plenty Coups State Park
- November 13-14: 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. Camping required.

Benefits:

- Living allowance of \$512.00/week (taxed)
- An AmeriCorps Education Award of \$7,395.00 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 and childcare assistance if qualified

- 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 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 December 6, 2024.

* 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.