

# Position Description

## 1700 Hour AmeriCorps Member

**Position:** Region 5 Parks Specialist

**Location:** Region 5 Parks (Billings, Montana)



**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:**

Region 5 State Parks offer diverse opportunities for people to recreate and experience natural history and culture. The AmeriCorps member will spend time working in the Regions cultural and historic parks (Pictograph Cave State Park, Chief Plenty Coups State Park) and recreational parks (Lake Elmo and Cooney State Parks). This will provide a well-rounded experience of what Montana State Parks have to offer.

Pictograph Cave State Park is located 5 miles south of Billings, Montana. It was designated a National Historic Landmark in 1964 because of its archeological significance. It is the site of the first major archeological excavation of the Northern Plains, conducted here from 1937 to 1941. Prehistoric hunters who used Pictograph & Ghost Caves left over 100 pictographs and over 30,000 artifacts, some of which are thought to date back over 4,000 years. Chief Plenty Coups State Park, situated within the Crow Reservation, was home to Chief Plenty Coups, last chief of the Crow Tribe. This site is also a National Historic Landmark and remains as evidence of the chief's efforts to bring two cultures together.

Cooney State Park is in the foothills of the Beartooth Mountains in south central Montana, Cooney State Park is one of the most visited water-based recreation areas in the state. A stone's throw from Billings, Red Lodge and Yellowstone National Park, this Montana State Park offers some of the best trout and walleye fishing in the state. Also within Region 5 is Lake Elmo State Park, an urban site, that is located within the city limits of Billings. This busy park provides water-based recreation opportunities such as swimming, non-motorized boating, fishing, and trail use.

The AmeriCorps member selected for this position will work closely with Park staff to design and deliver high-quality educational experiences for multiple generations, including field trips, school group tours, camps, community events, and more. The member will engage with various audiences (volunteers, teachers, donors, public, etc.) to promote awareness of the Parks and their many activities. They will provide a family friendly experience organizing a wide variety of activities such as Jr. Ranger Days, scavenger hunts or library programs. The AmeriCorps member will also improve park lands through trail work and other site improvements that will preserve sites as well as positively impact a visitor's experience. They will be asked to incorporate the Rx



**AmeriCorps**  
Montana

Prescription Trail Program into appropriate trails within Region 5. This will tie together the health benefits of exercise in the outdoors and will connect local healthcare communities with Montana State Parks. They may be asked to assist in trail grant writing and trail planning. The AmeriCorps member may also be asked to assist in planning group noxious weed removal events. They also may plant and maintain native grass seed and add trees and shrubbery throughout the sites.

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 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
  - Work with park staff and other regional AmeriCorps members to develop and organize region wide service days that include trail maintenance and development.
  - Develop and lead 2 group volunteer projects that focus on improvement of park lands; weed control and/or trail work.
  - The member will identify opportunities to recognize volunteers and design cost effective and meaningful rewards for volunteer service.
  - Contribute to park improvement projects.
- Expand educational and interpretive programs
  - Administer field trip program including communicating with teachers and presenting material regarding Region 5 Parks.
  - Work with Park staff to deliver quality educational field trips at the State Parks.
  - Collaborate with Region 5 Park staff and to establish a calendar of events.
  - Develop educational trunks with teaching plans to be housed at the Region 5 Headquarters. Establish a system to loan trunks to schools and groups.
  - Market the trunks to schools and groups. Develop posters, brochures, and pamphlets regarding the program.
  - Oversee the Junior Ranger Program, with an emphasis on year-round activities designed to immerse children in the outdoors.
  - Contribute to planning and execution of public programs.

- Enhance outreach and awareness of state parks
  - Develop partnerships with other community organizations which include presentations at events and festivals. The member will develop and present share information regarding events.
  - Assist with local events to develop esprit de corps in the community.

**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.

**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 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 of our 1715-hour positions, placement preference will be assessed during the interview process.

**Application Deadline:**

Applications are due by 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.*