

Position Description

1715 Hour AmeriCorps Member

Position: Region 7 Specialist

Location: Makoshika State Park, Glendive, 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:

This is a great opportunity to work at FWP largest Region. Region 7 received 223,000 visitors to the State Parks in 2023. It will give the AmeriCorps member access to many amazing opportunities by working in the largest state park in the Montana State Park system, along with the historically parks of Rosebud Battlefield and Medicine Rocks, and water based like Tongue River and Pirogue Island. Makoshika State Park is over 11,500 acres in size and receives 100,000 visitors a year. There is something for everyone at all the parks locations. Along with the parks, the member will be able to help with projects at our Fishing Access Sites including helping create new educational programs and trail work.

This AmeriCorps member position will help implement and improve the education curriculum and STEM programs. They will coordinate 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. 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 designated trails.

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 ranger, volunteers and administrative assistant with presenting educational curriculum and STEM programs for field trip, home-school groups, scouts etc.
 - Participate in data collection of educational programs for program evaluation
 - Create lesson plans for programs and trunk offerings
 - Support and lesson plan for our weekly summer youth program
 - Develop and present a program for our summer campfire program
 - Setting up and presenting tabling programs within the park and the community
 - Work in the parks paleo lab and create new educational programs.

- **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
 - Assist Park Rangers with Adopt-A-Trail program.
 - Working with trail crews that come (e.g. NCCC, American Hiking Association, Wild Montana, or other AmeriCorps members)
 - Continue the Stew Crew (Stewardship Crew of volunteers to help improve park land)
 - 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
 - Tabling activities within the community; Dawson County Fair, DCC Community Fair, Crazy day, etc.

- Coordinate with the public library to develop and lead programs for children and help establish a Reading in the Park program
- Work to increase awareness of park events in the local communities by going door-to-door of businesses to distribute posters of events and programs that are offered
- Continue to coordinate with staff to develop and plan the Makoshika Music and Arts 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 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 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.