

Position Description

1715 Hour AmeriCorps Member

Position: Team Leader

Location: Helena, 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 allocated “Time Not Scheduled to Serve” for use as holiday, vacation or sick time.

Position Summary:

With an essential understanding of AmeriCorps derived from previous AmeriCorps experience, the Team Leader of Montana Fish, Wildlife & Parks (FWP) AmeriCorps leads fellow FWP AmeriCorps members and provides programmatic and member support through various ways. The Team Leader will assist with land improvement project coordination and take part in conducting educational and interpretive program upgrades across the state to help increase the capacity of FWP AmeriCorps host sites. The Team Leader position places emphasis on collaboration, team building, mentorship, and state-wide project coordination of fellow Montana FWP AmeriCorps members, staff, and volunteers to help ensure quality experiences for others.

In addition, the FWP AmeriCorps Team Leader will participate and assist in delivering high quality education programs to Montana schools and youth groups during the heightened field trip seasons (spring and fall) at Montana WILD (Montana FWP’s conservation education center). The Team Leader will coordinate with FWP staff at Montana WILD to expand the reach and quality of educational and interpretive programs by presenting illustrated lectures, interpretive talks, and educational programs to schools and public groups, representing Montana WILD at community outreach and tabling events, and developing promotional materials for Montana WILD events.

Member will contribute to the following Montana FWP AmeriCorps program goals:

- Improve state lands
- Expand educational and interpretive program capacity
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks and outdoor recreation areas
- 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
 - Provide project planning and implementation support to other AmeriCorps members on a variety of land improvement projects at various host sites.



- Support the three Helena Area Parks (Spring Meadow, Black Sandy, and Elkhorn State Parks) with various projects such as noxious weed management, trash clean-up, habitat restoration, bluebird box maintenance, etc.
- Expand educational and interpretive programs
 - Coordinate the statewide Junior Ranger program with support from program staff to assist in the distribution of Junior Ranger materials, as well as supporting fellow FWP AmeriCorps members in developing their own Junior Ranger programs.
 - Deliver high quality education programs to Montana schools and youth groups during the heightened field trip seasons (spring and fall) at Montana WILD (Montana FWP's conservation education center).
 - Presenting illustrated lectures, interpretive talks, and educational programs on a variety of FWP topics (conservation, fish and wildlife, and outdoor recreation) with training and support from FWP Montana WILD staff.
- Increase volunteer capacity*
 - Recruit and coordinate volunteer support for land improvement projects at the three Helena Area Parks (Spring Meadow, Black Sandy, and Elkhorn State Parks).
 - Review and revise Park Volunteer Program Tool Kit and create and conduct associated training modules with support from program staff.
- Enhance awareness of Montana FWP, state parks, and Parks and Outdoor Recreation Division.
 - Supports program staff in the coordination of fellow FWP AmeriCorps members at statewide outreach events such as the Butte Folk Festival, Bannack Days, Chief Plenty Coups Day of Honor, and other opportunities.
 - Represents Montana FWP AmeriCorps and Montana WILD at community outreach and tabling events such as farmers markets, youth fairs, etc.
 - Designs, implements, and distributes flyers and other promotional materials for Montana FWP AmeriCorps and Montana WILD events.
- Team Leader Component
 - Provide leadership and support for Montana FWP AmeriCorps members, through facilitating monthly one-on-one meetings with field-based members, conducting monthly all member calls, and facilitating team service projects.

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 a 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 \$522/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, 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.