

# Position Description

## 1700 Hour AmeriCorps Member

### Location: Montana State Parks Region 5



**Term of service:** January 18, 2022 – November 18, 2022

**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 recreation and experience natural history and culture. The AmeriCorps Member will spend time working in the Region’s cultural and historic parks (Pictograph Cave State Park, Chief Plenty Coups State Park) and a recreational park (Lake Elmo). This will provide a well-rounded experience of what Montana State Parks have to offer.

Chief Plenty Coups State Park is the home base for this position. One of the most history rich sites for Crow culture and community in all of Montana, Chief Plenty Coups State Park is a historical and cultural park with unique features that include an interpretive visitor center with a collections room and artifacts, Chief Plenty Coups’ original log cabin home, sacred medicine spring, and the Chief Plenty Coups family gravesite. The park is located on Chief Plenty Coups’ original allotment and is located on the Crow Indian reservation. The parks location in Pryor, makes it the prime location for community birthday parties, graduation celebrations, family reunions, school events and pow wows, as well as sweat lodges and other culture-based activities.

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.

Lake Elmo State Park 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. This year there will be numerous projects to remove aquatic invasive species, improve fish habitat, and to educate the public about the importance of environmental stewardship.

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, community events, and more. The member will engage with various



audiences (volunteers, teachers, donors, general public, etc.) to promote awareness of the Parks and their many activities.

The AmeriCorps member will work with the park rangers to teach interpretative programs for grades K-12. They will help coordinate with local schools and teachers to teach cultural programs to be hosted onsite and offsite. Chief Plenty Coups State Park teaches ~1,900 school children each year in the spring and fall and is the venue for a culture and language-learning camp in the summer for the local Crow children. The Member will work with park rangers to schedule field trips and edit existing educational curriculums.

The AmeriCorps 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 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 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.

The AmeriCorps member will help plan for special events in the parks. The AmeriCorps member will help coordinate and support the annual Chief Plenty Coups Day of Honor, a highly popular event over 26 years running. The AmeriCorps member will contribute to these events through a variety of tasks, from marketing and donation solicitation to community organizing and volunteer recruitment/coordination.

Housing for the AmeriCorps member is provided on-site at Chief Plenty Coups State Park. Housing is a small Housing Unit with utilities (internet, electricity) and other housing needs paid for by the park. The park is only 40 minutes from Billings (the largest city in MT), 1 hour and 10 minutes from Red Lodge and the iconic Beartooth Highway (skiing and snowboarding from season opening to June, along with hiking, biking, and fishing in the spring, summer, and fall), 3 hours from Yellowstone National Park (Northeast entrance), and 45 minutes from the Billings International airport allowing for a wide range of adventures throughout the year. Another benefit of this on-site housing is the opportunity to be a part of the unique community of Pryor.

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
  - 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 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 such as planting trees or adding interpretive signage.
- Expand educational and interpretive programs
  - Help administer field trip programs including communicating with teachers and presenting material regarding Region 5 Parks.
  - Work with teachers and education organizations to develop programs for public schools and libraries.
  - Collaborate with Region 5 Park staff and to establish a calendar of events.
  - Develop educational program trunks with teaching plans to be housed at the Region 5 Headquarters. Establish a system to loan educational trunks to schools and groups.
  - Market the educational trunks to schools and groups. Develop posters, brochures, and pamphlets regarding the program.
  - 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

**Benefits:**

- Living allowance of \$16,000 over 44-week term of service
- An AmeriCorps Education Award of \$6,345 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 State Parks AmeriCorps only accepts applications through the [my.americorps.gov](http://my.americorps.gov) portal. To apply, you can follow the link [HERE](#) to our application within [my.americorps.gov](http://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.

**Application Deadline:**

Applications are due by December 10, 2021.

\* 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.*

