

Position Description

1700 Hour Montana State Parks AmeriCorps Team Leader

Location: Helena, MT



Term of service: January 10, 2022 – November 18, 2022

Service schedule: Member will serve a minimum of 1,715 hours over a 45-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:

Montana State Parks works to ensure that a new generation of young people will be invested in the stewardship of Montana’s natural, cultural and recreational resources. This position will help strengthen system wide educational programming and volunteer projects which are essential to developing connections between state park resources and our visitors.

The team leader will focus on member support. Through facilitating collaboration, teambuilding, mentorship, and state-wide project coordination of AmeriCorps members, staff, and volunteers the Team Leader ensures quality experiences for others. They are also essential in developing and providing training opportunities to other AmeriCorps members in conjunction with other AmeriCorps program staff. The team leader will also lead state park stewardship programming which couples service opportunities with communities near our parks.

The Montana State Parks Team leader lives and works in Helena, the capitol of Montana. Helena is home to a rich cultural heritage, and a vibrant recreational community. The Mount Helena City Park contains 70+ miles of single-track trails which received the Silver Level designation from the International Mountain Bike Association in 2015, and was ranked in the top 20 “Mountain Bike Towns in America” by the National Geographic Magazine. The access to these public lands is literally out the back door, as the trail heads are scattered across town. Helena also serves as the gateway to the upper Missouri River, a blue-ribbon fishery. Hiking, camping and backpacking opportunities are also abundant around Helena. There is quick access to one of a kind in the nation, Elkhorn Wildlife Management, the Continental Divide Scenic Trail and millions of U.S. Forest Service and Bureau of Land Management lands. Helena also marks the halfway point between Glacier and Yellowstone National parks, each approximately 3 hours away.

Montana State 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
 - Provide project planning and implementation support to other AmeriCorps members on a variety of park improvement projects.
 - Support the three Helena Area Parks (Spring Meadow, Black Sandy, and Elkhorn State Parks) with various projects such as noxious weed management, monofilament removal, trail work, habitat restoration, etc.
- Expand educational and interpretive programs
 - Coordinate the statewide Junior Ranger Program including: distribution of Junior Ranger materials, conduct review and suggest revisions of Junior Ranger program and booklets, and work with individual park units to develop park based Junior Ranger program requirements.
 - Develop educational programs that can be delivered to volunteers engaged in service projects that enhance understanding park management and encourage a commitment to stewardship of park resources.
- Increase volunteer capacity*
 - Recruit and coordinate volunteer support for land improvement projects at the Helena Area Parks.
 - Create and distribute a statewide Parks Volunteer Newsletter.
 - Continue project work related to the Park Volunteer Program Tool Kit, as well as conduct associated training modules as needed.
- Enhance outreach and awareness of state parks
 - Coordinate members presence at statewide events such as the Butte Folk Festival, Bannack Days, the Indian Education for All Conference, and other opportunities
- Team Leader Component
 - Provide leadership and support for Montana State Park AmeriCorps members, through facilitating monthly one-on-one meetings with field-based members, conducting monthly all member call, and facilitating team service projects.
 - Provide information and resources on best practices in the field of parks and recreation management.

- Perform other AmeriCorps-related duties, as assigned.

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 \$16,363 over 45 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 child care 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 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 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.