

# Position Description

## 1215 Hour AmeriCorps Member

Region 3 Communication and Education Program Manager  
Location: Bozeman



**Term of service:** April 11, 2022 – November 18, 2022

**Service schedule:** Member will serve a minimum of 1,215 hours over a 32-week term, averaging 40 hours per week with 56 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

### **Position Summary:**

The Region 3 Communication and Education Program Manager has the lead responsibility for external communication in the region and administers conservation education programs, primarily hunter/bowhunter and angler education. These conservation education programs are delivered to regional elementary, secondary and college students, as well as members of the public and local organizations. The regional CEPM also presents instructional outdoor workshops to teachers and youth and conservation group leaders. Montana is growing rapidly and the demand for conservation education programming and public outreach has risen dramatically. Demands include “Recreate Responsibly” outreach to improve behaviors on public and private lands (Leave No Trace ethics, landowner relations, etc.), as well as grizzly bear awareness and safety training, water safety, trapper education, and efforts to recruit, retain, and reactive sportsmen and women.

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 and water
- Expand educational and interpretive programs
- Increase volunteer capacity\*
- Enhance outreach and awareness of state parks
- Other
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

### **Member will contribute to the following Communication and Education goals:**

- Improve Recreate Responsibly education and outreach
- Expand educational and interpretive programs



- Enhance outreach and awareness of grizzly bears and safety
- Enhance outreach and awareness of state parks
- Enhance participation in the National Archery in the Schools Program
- Participate in service activities and events including National Days of Service

**Specific Position Responsibilities:**

- Improve Recreate Responsibly education and outreach
  - Develop materials that identify and explain positive behaviors associated with the Recreate Responsibly campaign
  - Identify different audiences (VRBOs, tourists, campers, etc.) and develop targeted outreach to those audiences
- Expand educational and interpretive programs
  - Improve education trunks at Regional office
  - Help upgrade the Aquatic Education (Hooked on Fishing) program curriculum in collaboration with classes in the program (72)
  - Help coordinate hunter education courses with volunteer instructors
- Enhance outreach and awareness of grizzly bears and safety
  - Develop bear aware workshops with bear spray training, presentations, and other education in collaboration with local outdoor groups and partners (Forest Service, National Park Service)
  - Identify list of potential partners to help spread Bear Aware messaging, such as VRBOs, local businesses, etc., and create connections with these partners
- Enhance outreach and awareness of state parks
  - Help coordinate educational materials and programs through the regional state parks and identify consistent messaging for conservation education programs
- Enhance participation in the National Archery in the Schools Program
  - Improve coordination with certified schools in the NASP program and help enhance NASP programming through trainings and communications
  - Organize a NASP tournament at the Lone Pine State Park archery range
- Participate in service activities and events including National Days of Service
  - Help at educational events including family fishing days, hunter education courses, bird education field trips, and community events, such as the Flathead County Fair

**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 \$11,294 over 32-week term of service
- An AmeriCorps Education Award of \$4,441.50 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 natural resources, 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

**To Apply:**

Montana Fish, Wildlife and Parks 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 1215-hour positions, placement preference will be assessed during the interview process.

**Application Deadline:**

Applications are due by March 16, 2022.

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of Montana Fish, Wildlife and 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.

*Montana 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.*