

Position Description

1715 Hour AmeriCorps Member

Region 2 Communication & Education Program Assistant
Location: Missoula



Term of service: January 17, 2023 – November 17, 2023

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 position would assist the Region 2 Communication and Education Program Manager in the delivery of programs in west-central Montana.

The program manager has the lead responsibility for external communication in the region on a variety of fish, wildlife, and recreation issues of statewide and regional significance. The manager also administers conservation education programs, with a lot of time spent overseeing the hunter/bowhunter and angler education programs and delivering outdoor education workshops and presentations. These conservation education programs are delivered to regional elementary, secondary and college students, as well as to general members of the public and local organizations. The regional manager also presents instructional outdoor workshops to teachers and youth and conservation group leaders. The demand for conservation education programming and public outreach has risen dramatically. Demands include bear awareness and safety training, water safety, and efforts to recruit, retain, and reactivate sportsmen and women. This position would assist in delivery of all of these programs.

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 goals

Improve fish, wildlife and recreation outreach programs and materials in the region.

- Assist with education and community programs at regional state parks.
- Assist with land improvement projects at state parks.
- Assist with fish and wildlife field work and associated public outreach.
- Support Hunter /Bowhunter education volunteer programs.
- Enhance outreach and awareness of bears and safety.
- Host information tables at community events.

Specific Position Responsibilities:

- Improve fish, wildlife and recreation outreach programs and materials in the region.
 - Maintain and enhance education trunks and their associated materials.
 - Maintain education supplies and materials that are used by FWP staff and the public for education events.
 - Create “ready to go” education programs that can be used by staff and others.
- Assist with education and community programs at regional state parks.
 - Help with school field trips and other education partnerships at regional parks as needed.
 - Assist parks and AmeriCorps instructors and gather ideas for developing other programs.
 - Participate in special events at parks as identified.
- Assist with land improvement projects at state parks.
 - Help with clean up days, tree planting, trail work and other land improvement projects at regional state parks.
- Assist with fish and wildlife field work and associated public outreach.
 - Help fish and wildlife staff with field work, including surveys. Take photos and videos as possible and prepare short outreach bits to report on the project that could be used on FWP social channels or other media.
- Support Hunter /Bowhunter education volunteer programs.
 - Organize and prepare materials for hunter and bowhunter education instructors and students in their classes.
 - Keep supplies organized and explore program efficiencies for instructors and students.
- Enhance outreach and awareness of bears and safety.
 - Develop bear aware workshops with bear spray training, presentations, and other education in collaboration with local outdoor groups and partners as needed.
 - Identify list of potential partners to help spread bear aware messaging.
- Host information tables at community events.
 - Host tables with current FWP information, education materials & kid’s activities at community events across the region.

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
- 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 1715-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.