

# Position Description

## 1715 Hour AmeriCorps Member

Montana Wild AmeriCorps Education Specialist

Location: Helena



**Term of service:** January 17- November 17, 2023

**Service schedule:** Member will serve a minimum of 1715 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:

#### Member will contribute to the following program goals:

- Delivering high quality education programs to Montana schools and youth groups
- Assisting with researching and developing a database of potential MT WILD partner organizations

#### Specific Position Responsibilities (Insert text below each item):

- Develops and maintains knowledge of Montana flora and fauna and interpretive skills and techniques.
- Presents illustrated lectures, interpretive talks, and educational programs on variety of FWP topics (conservation, fish and wildlife, and outdoor recreation).
- Designs, implements, and distributes flyers and other promotional materials for MT WILD events.
- Assist with curating and maintaining content for Montana WILD’s Facebook and Instagram pages.
- Represents Montana WILD at community outreach and tabling events, such as farmer’s markets, youth fairs, etc.
- Conducts field trips with school groups to point out scientific, historic, and natural features of Montana WILD and adjacent park.
- Develops and engages MT WILD visitors on exhibit hall activities

#### 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 fish and wildlife conservation
- 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 \$19,538 over 44-week term of service
- An AmeriCorps Education Award of \$6495 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

**Physical and Environmental Demands:**

- Work is performed in both an indoor and outdoor environment.
- 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 limited travel for education outreach programs.
- The incumbent will be required to work odd hours, weekends, and holidays.

**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 1200-hour positions, placement preference will be assessed during the interview process.

**Application Deadline:**

Applications are due by December 12, 2022.

\* 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.*