

Position Description

1715 Hour AmeriCorps Member

Location: Helena Headquarters

Heritage Program Specialist



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:

Montana Fish, Wildlife & Parks, through its employees and citizen commission and board, provides for the stewardship of the fish, wildlife, parks, heritage, and recreational resources of Montana, while contributing to the quality of life for present and future generations. FWP’s Heritage Program’s mission is to serve as the agency’s experts regarding archaeological, historical, cultural, and paleontological (hereafter referred to as “heritage”) resource management and stewardship. This includes management and preservation of heritage resources on all FWP-managed lands, which contain National Historic Landmarks, National Register of Historic Places (NRHP)-listed sites and NRHP-eligible sites. The program provides heritage leadership at the agency level as well as to regional staff across the state to ensure resource and preservation excellence in compliance with all laws, rules, regulations, policies, and agreements. This AmeriCorps position would support the mission of the Heritage Program as it aligns with the mission of the AmeriCorps program.

The AmeriCorps member selected for this position will serve in Helena, Montana, working closely with the Heritage Program Manager (based in Helena) and Specialist (based in Billings) on projects as assigned. Projects may occur across the state of Montana and will include office work and fieldwork. Approximately 25-50% of this position will involve travel.

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:

- **Expand educational and interpretive programs**
 - Support parks statewide in their educational and interpretive offerings regarding heritage resources, including:
 - Undertake archival historical research, organizing, cataloging, or indexing collections of artifacts, historic images, documents, etc.
 - Lead or participate in heritage-related interpretive or educational offerings at various parks
 - Assist various parks in developing heritage-related interpretive and educational materials
- **Improve Park Land**
 - Assist in fieldwork, possibly including archaeological surveys and/or excavations, surveys of historic structures, and/or paleontological research
 - Assist in report writing and record organization related to FWP's compliance with heritage laws and regulations. This work is a necessary component of all FWP projects.
 - Research the history of historic structures to inform and improve the accuracy of historic preservation efforts
 - Assist park staff across the state with heritage stewardship efforts, which may include historic preservation, archaeological site monitoring, or land rehabilitation in areas of archaeological or paleontological importance
- **Increase volunteer capacity**
 - Attend site monitor training with Project Archaeology, and recruit and train at least three volunteers to serve as archaeological, historical, or paleontological site monitors within state parks across the state
 - Assist the Heritage Program in developing a more robust site monitoring program and volunteer interpretive offerings statewide with particular emphasis on isolated FWP properties
 - Assist the Heritage Program with volunteer coordination, including communicating, planning, training and working alongside volunteers (particularly with the Bannack Association, Friends of Makoshika, Friends of Fort Owen, Travelers' Rest Connection, Elkhorn Community, etc.)
- **Enhance outreach and awareness of state parks**
 - Assist Heritage Program in providing heritage-related content to FWP's marketing program and magazine, Montana Outdoors

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 Montana's archaeology and cultural resources
- 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

Physical and Environmental Demands:

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- 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 travel. The incumbent will be required to work odd hours, weekends, and holidays. Incumbent should be capable of working independently in remote locations.

Benefits:

- Living allowance of \$19,538 over 44-week term of service
- An AmeriCorps Education Award of \$6,495 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 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 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.