

Position Description

1715 Hour AmeriCorps Member

Position: Recreation Steward

Location: Clearwater District – Seeley Lake, Montana



Term of service: January 19, 2027 – November 19, 2027

Service schedule: Member will serve a minimum of 1,715 hours over a 44-week term, averaging 40 hours per week with 60 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

Position Summary:

This position will be based in one of Montana’s most scenic mountain communities of Seeley Lake! Small town charm with a close-knit community, nestled in a pristine mountain valley where outdoor recreational opportunities abound. This position will work at multiple State Park locations, including Placid Lake State Park & Salmon Lake State Park, as well as several nearby Fishing Access Sites and Wildlife Management Areas. The exact daily routine will be agreed upon by the supervising Park Manager and the member. It is the desire of the Park Manager to direct and focus efforts based upon the greatest strengths of the AmeriCorps applicant. Areas of focus include education, interpretation, and dissemination of park operational information.

The AmeriCorps member will be tasked with using the knowledge and skills learned in the program provided certified interpretive guide (CIG) training to gain public compliance through personal conversation, thoughtful and well-placed informational signage, and educational programming. Another area of focus for the member will be complimentary to the previous goal, but for the benefit of the park staff and working volunteers. Using some of those same interpretive skills gained during training, the member will be tasked with creating/developing effective information sharing among the entire district team so that everyone is equally aware of what challenges and successes are occurring at the other nearby sites. The member will also be tasked with teamwork towards enhancing both natural park features and resources as well as enhancing park man-made features. Most of this work is being facilitated by others but will require active help and participation as a member of a team. Some of this natural work will include tree planting, installing Pheromone packets for tree insect protection, invasive weed mapping and control efforts, trail upkeep, litter patrols. Some of the man-made enhancements will include crowd management of Wildlife Management Area yearly opener, designated swim beach obstructions removal, comfort station signage, campground social events signage, woodshed operations, painting/staining of facilities, and individual campsite cleanup.

The successful AmeriCorps applicant will be tasked with increasing public compliance to site rules that are frequently viewed by the public as “no big deal”, but in fact are a big deal. The public’s bending of rules is causing social challenges among recreators and staffing challenges



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to park employees who are having to gain rule compliance. Examples of these seemingly minor rule infractions include swimming dogs at a boat ramp, sunbathing on a boat dock, day-use recreation in designated campsites, parking vehicles on roadways when parking lot is full, and campers leaving the campsite later than the posted check-out time. Because these parks enjoy a large percentage of regional visitors who return frequently, increasing the public's compliance of these seemingly innocuous rules will have immediate benefit and long-term benefit, and it will improve the recreational experience for visitors.

Finally, the AmeriCorps candidate will be tasked with planning and facilitating an entire season of weekly campfire programs (all ages) and bi-weekly youth programs (school aged). The educational goals will be focused on areas that are timely and focused on subject matter that immediately relevant to the park operations or complement the greater agency goals and current topics of interest.

Montana Fish, Wildlife and 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 Fish, Wildlife and Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improving FWP land
- Expand educational and interpretive programs
- Increasing volunteer capacity, awareness, and knowledge
- Enhance outreach and awareness of scientific and social values of both Placid Lake and Salmon Lake State Parks
- Participate in service activities including National Days of Service that are featured at other state park locations in Montana
- Respond to disasters, when called upon to do so by the program including helping remove fallen trees and debris from summer storms as well as campground management during area wildfire responses

Specific Position Responsibilities:

- **Improve FWP Land**
 - Work with FWP staff and other regional AmeriCorps members to develop and organize region wide service days that include trail maintenance and/or construction, weed control, habitat enhancement, stream bank stabilization and historic building preservation.
 - Conduct trail maintenance on existing trails.
 - Assist district park team by preparing the park grounds and facilities for our yearly park opening on May 01.
 - Collect a park sign inventory, ensure any signs deemed outdated or unserviceable are routed to the correct personnel for ordering a replacement.

- **Expand educational and interpretive programs**
 - Coordinate and facilitate a weekly interpretive “Campfire Programs” for all ages.
 - Coordinate and facilitate a bi-weekly “Youth Program” for school aged youth.
 - Gather and organize for dissemination any brochures/guides/maps for area recreational opportunities and exist outside the park, but close enough that park visitors would still travel to enjoy.
 - Create and install public facing newsletters in bathroom facilities and other public gathering places.
- **Increase volunteer capacity**
 - Work with area teachers and schools to invite appropriate classes to visit our park and engage in volunteer cleanup and restoration efforts for the benefit of park resources. In conjunction, deliver a product to the teachers’ classroom perhaps in the form of community volunteer hours or a park experience that serves to enhance a classroom lesson in the field environment.
 - Coordinate and facilitate volunteer efforts to enhance designated swim area at each location.
 - Coordinate and facilitate volunteer help to install annual PHC pheromone packets throughout the state park which help protect the trees from insect infestation.
- **Enhance outreach and awareness of state parks**
 - Develop and maintain a district wide “*calendar of events, permits, and scheduled major maintenance plans*” that is geared for internal staff only; so staff is aware what is happening outside their purview, but within their district.
 - Develop and maintain a district wide “*calendar of events*” for the general public to be aware and also for inclusion into statewide promotional materials of events occurring at state parks.
 - Work with the area USFS leadership and your direct supervisor to satisfy any requirements that could arise if temporary housing is utilized by our staff at their administrative site.

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 public lands.
- 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

Montana Fish, Wildlife and Parks AmeriCorps 2027 Required Trainings and Events (subject to change):

- January 19: First Day of Service
- January 27-29: Member Orientation; Helena
- March 1-5: Certified Interpretive Guide Training; Montana Wild (Helena)
- March 17-19: Annual Serve Montana Symposium; Helena
- June 15-18: All Member Gathering
- July 16-19: Bannack Days; Bannack State Park
- September 3-5: Day of Honor; Chief Plenty Coups State Park
- November 18-19: Close of Service; Helena

Physical and Environmental Demands:

- Service is performed in both an indoor and outdoor environment.
- Frequently serves in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Serves 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 serve odd hours, weekends, and holidays.

Benefits:

- Living allowance of \$512.00/week (taxed)
- An AmeriCorps Education Award of \$7,395.00 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 Fish, Wildlife & Parks.

To Apply:

Montana Fish, Wildlife and 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 our 1715- hour positions, placement preference will be assessed during the interview process.

Application Deadline:

Applications are due by January 8, 2027, or until all positions are filled.

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of Parks & Outdoor Recreation and the Communication/Education Divisions. 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 Fish, Wildlife and 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.