

Position Description

1715 Hour AmeriCorps Member

Position: Recreation Steward

Location: First Peoples' Buffalo Jump State Park – Ulm, 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:

First Peoples Buffalo Jump State Park, a National Historic Landmark and archaeological site, is approximately 3000-acres and contains the largest buffalo jump in North America. Located where the prairie transitions to the eastern Rocky Mountain Front and among the scenic buttes and island mountain ranges, it is a vitally important cultural, prehistoric site that was used during the “Dog Days” by several Plains and Plateau tribes. A 6000 square foot visitor center contains exhibits that tell the story of how tribes conducted a buffalo jump hunt and processed the animals after they were stampeded off the cliff. There is also a gift shop operated by park staff. A 3-mile interpretive trail tells additional history as visitors are hiking through the area. The Park also has 4 miles of trails on the north side of the park. Park staff host students from all over Montana and neighboring states as the site is a favorite field trip destination. Visitors from all 50 states and numerous foreign countries enjoy the site to learn about tribal cultures. Another component of park operations is the stewardship of Tower Rock State Park. This natural feature was prominently noted in an 1805 journal entry of Captain Meriwether Lewis, co-leader of the Corps of Discovery. Our district also manages three Fishing Access Sites on the Missouri and Smith Rivers.

An AmeriCorps member will help enhance the incredible cultural and natural resources of these parks. The member will improve educational and interpretive opportunities by interacting with youth groups and junior rangers on projects in the parks.

Outreach programs will target and encourage school groups and organizations to use the park.. The member will increase volunteer capacity by enhancing and hosting volunteer events to recruit new volunteers and to engage returning volunteers. To improve park land, the member will implement noxious weed control measures such as mapping, biocontrol, chemical/mechanical treatments and facilitate trail work with volunteers.

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:

Select any or all of the options listed as it applies to your service site:

- Improve FWP land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of First Peoples Buffalo Jump State Park
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- **Improve FWP Land**
 - Conduct noxious weed control by leading volunteer weed pull days to improve park land and native plant diversity
 - Perform trail maintenance and lead trail maintenance workdays to help maintain park trails
- **Expand educational and interpretive programs**
 - Member will coordinate field trip programs including communicating with teachers, scheduling field trips, and coordinating volunteers
 - Member will develop and conduct educational and interpretive programs at the park as well as provide distance programs through video conference to expand offerings to teachers and their students
 - Develop and conduct events or workdays at the parks with educational components that will get participants active, teach them about certain topics and complete tasks for the parks, such as a guided hike focusing on noxious weeds followed by a weed pull.
 - Lead the Junior Ranger programs by developing and delivering programs to help expand our offerings to reach more kids
 - Expand park's suite of interpretive programs through creation, development, and editing of in person programs and online resources, as well as offering Zoom programs to encourage people to learn about the park even though they may be physically distant
- **Increase volunteer capacity**
 - Recruit businesses and organizations that offer group volunteer opportunities to volunteer at the parks
 - Member will plan bi-monthly volunteer workdays to encourage volunteers to stay connected with the park
 - Member will focus on retaining existing volunteers through a monthly newsletter
 - Actively recruit volunteers while representing the park at community events
- **Enhance outreach and awareness of First Peoples Buffalo Jump State Park**
 - Represent the parks at community events that target people looking for

- information on local recreational and volunteer opportunities
- Represent the park in local media and maintain social media platforms on a weekly basis
- Use presence on trails to capture content for social media/park promotion. This can be photos, videos, stories, current happenings, or needs
 - Reach out to local schools about bringing possible educational activities to the classroom

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.