

Position Description

1715 Hour AmeriCorps Member

Position: Program Specialist

Location: Lone Pine State Park – Kalispell, 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:

Lone Pine State Park, located just outside of Kalispell, provides many recreation and educational opportunities for locals and visitors traveling through the area. The park has an interactive visitor center, exceptional scenic overlooks, a public archery range, and over seven miles of hiking/mountain biking and horse-riding trails. The Lone Pine District also includes Lake Mary Ronan State Park, which also has several miles of trails, along with camping and water access.

The primary function of the **Program Specialist** is to expand the park’s capacity to provide engaging public programs, interpretation, volunteer opportunities, and community outreach for visitors of all ages that explore the wildlife, history, geology, ecology, archaeology, and natural resources of Northwestern Montana. The member will develop and lead a diverse range of programs and events, including hikes, workshops, recreational programs, demonstrations, and seasonal or special events. The member will also engage visitors through informal interpretation and outreach and recruit and coordinate volunteers to support public programs and stewardship projects.

The member will build relationships with community organizations, local partners, and visitors and increase awareness of park programs and opportunities through community outreach, partner networks, event promotion, and other appropriate communication channels. The member will also design and lead trail improvement projects and volunteer workdays, providing hands-on training that builds community capacity to care for public lands.

This position is primarily focused on **broad public engagement and community programming**, complementing the Education Specialist’s focus on **school, homeschool, and youth education**.

The position will include regular weekend and evening service to support public programs, special events, volunteer projects, and seasonal programming. During the summer, the member may choose to camp at the district’s other parks following evening campground programs.



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Member will contribute to the following program goals:

- **Improve FWP lands** by assessing trail needs, designing and leading trail improvement projects, and planning and leading volunteer trail workdays. The member will train and work alongside volunteers on appropriate trail maintenance and improvement techniques, helping build volunteer capacity while improving the sustainability, safety, and visitor experience of the park's trail system.
- **Expand educational and interpretive programs** by developing and leading a diverse range of public programs, hikes, demonstrations, recreational activities, and special events that connect visitors of all ages with Montana's wildlife, history, geology, ecology, archaeology, and other natural and cultural resources.
- **Increase volunteer capacity** by recruiting, coordinating, training, and working alongside volunteers who support public programs, special events, trail stewardship, and other community projects.
- **Enhance outreach and awareness of Montana's natural and cultural resources, responsible outdoor recreation, and opportunities to engage with FWP and state parks** through community events, partner organizations, libraries, event promotion, visitor engagement, and other appropriate communication channels.
- **Participate in service activities**, including National Days of Service and other FWP or community volunteer events.
- **Respond to disasters**, when called upon to do so by the program

Specific Position Responsibilities:

- **Improve FWP Lands.**
 - Assess trail conditions and needs and design and lead trail improvement projects on Lone Pine's 7.5-mile trail system, Lake Mary Ronan's 2-mile trail system, and other FWP sites as appropriate.
 - Plan and lead volunteer trail workdays, providing hands-on instruction and training in appropriate trail maintenance and improvement techniques.
 - Participate in other land-improvement and stewardship projects that enhance the sustainability, safety, accessibility, and visitor experience of FWP lands.
- **Expand educational and interpretive programs.**
 - Develop, coordinate, and lead a diverse calendar of public programs, hikes, demonstrations, recreational activities, workshops, and special events for visitors of all ages.
 - Develop interpretive programs that connect visitors with Northwestern Montana's wildlife, history, geology, ecology, archaeology, and other natural and cultural resources.
 - Coordinate seasonal interpretive programming for Lone Pine and Lake Mary Ronan and identify opportunities to expand programming throughout the district.
 - Recruit guest presenters, local experts, and community partners to provide specialized programs, talks, hikes, and demonstrations.
 - Provide informal interpretation and visitor engagement throughout the park, helping visitors better understand and connect with FWP resources.

- Collaborate with community organizations and other partners to develop and deliver programs and events.
- Evaluate programs and visitor participation to identify opportunities to strengthen and expand public programming.
- **Increase volunteer capacity.**
 - Identify and develop meaningful volunteer opportunities related to public programs, trail stewardship, special events, and community projects.
 - Recruit, orient, train, coordinate, and work alongside volunteers, building their skills and confidence to take on stewardship and program-support roles.
 - Develop relationships with community groups and organizations that can provide ongoing volunteer support for Lone Pine, Lake Mary Ronan and other FWP projects.
 - Organize volunteer appreciation activities that strengthen relationships and recognize community contributions.
- **Enhance outreach and awareness.**
 - Promote Lone Pine and Lake Mary Ronan programs, volunteer opportunities, recreation resources, and stewardship opportunities through community organizations, libraries, schools, events, partner networks, and other appropriate communication channels.
 - Build relationships with community organizations and partners to expand awareness of FWP programs and create new opportunities for public engagement.
 - Participate in community events, festivals, farmers markets, and other outreach opportunities to connect with local residents and visitors.
 - Develop simple promotional and interpretive materials that help visitors and community members discover programs, events, volunteer opportunities, and ways to engage with Montana's natural resources.

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.