

Position Description

1715 Hour AmeriCorps Member

Position: Recreation Steward

Location: Missouri Headwaters & Madison Buffalo Jump State Parks – Three Forks, 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:

Missouri Headwaters State Park is a National Historic Landmark where the Jefferson, Madison and Gallatin Rivers come together to form the Missouri River. The confluence of these rivers is an important crossroads for many different peoples going back to early nomadic hunter gathering cultures. The Lewis and Clark Expedition passed through here in 1805, on their journey out west and returned the following year. This area continued to play an important part in early Montana history, both during the fur trapping era and the early settler and gold rush days. The AmeriCorps member will play an important part in the preserving and telling of this significant story by implementing programs that improve park lands, expand our educational and interpretive programs, and enhance our community outreach. In addition to these duties the AmeriCorps member will coordinate and facilitate events at our sister state park, Madison Buffalo Jump State Park.

Missouri Headwaters State Park is in the Gallatin Valley, which is one of the fastest growing counties in the United States. Housing is a challenge at this site. The successful candidate at this site should be prepared to seek a creative solution for housing. Previous members have brought along their own RVs to live in on site with full hook-ups or possibly be prepared to share housing with other AmeriCorps members serving at Lewis and Clark Caverns State Park or in Bozeman. Housing may be available in nearby towns of Whitehall or Townsend that may be more affordable but would make for a commute of 25 miles.

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 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:

- **Improve FWP Land**
 - Organize a community “weed pull” day twice a year.
 - Hands-on public engagement, including the organization and leadership of guided hikes designed to educate participants on noxious weed identification and their ecological impact
 - Work with employees of the local cement plant on a park and community cleanup day.
 - Assist maintenance staff with special projects that improve park facilities, like installing new interpretive displays and signage or replacement of various minor parks infrastructure.
 - Work on trail rehab projects at Missouri Headwaters and Madison Buffalo Jump State Parks.
 - Coordinating with potential Montana Conservation Corps (MCC) crews for crucial trail work
 - Work directly with the local Audubon Society on targeted burdock removal, an initiative vital for protecting the park's sensitive songbird populations.
- **Expand educational and interpretive programs**
 - Present interpretive programs for visiting schools.
 - Facilitate campfire speaker programs and Junior Ranger programs for kids and adults.
 - Assist parks staff with Saturday evening speaker programs and other large events.
 - Reach out and present programs about the parks at local schools.
- **Increase volunteer capacity**
 - Recruit volunteers by reaching out to the local Three Forks community.
 - Members will actively represent the park at various public forums, from Farmers Markets and expositions to local fairs and trade shows and leveraging media outlets.
 - Member will foster strong partnerships with a diverse array of youth-serving organizations, including scouting groups and the Indian Education Office, alongside esteemed community service clubs like Kiwanis, Lions, and RSVP
 - Implement a National Trails Day event at Madison Buffalo SP
 - will actively engage local businesses to explore opportunities for event sponsorship and encourage their employees to dedicate volunteer time at both MHWSP and MBJSP
 - The AmeriCorps member will maintain a vibrant digital presence through the park’s monthly newsletter, work with regional education staff for social media.

- Work closely with the Three Forks Historical Society, volunteering at the local museums.
- **Enhance outreach and awareness of State Parks**
 - Implement visitor surveys.
 - Help Organize and Coordinate special events in support of Madison Buffalo Jump State Park such as the Kite Festival
 - Contact Native American tribes throughout the state for tribal involvement with the Madison Buffalo Jump State Park
 - Work with local birding groups to monitor nesting Peregrine Falcons.
 - Help the local Three Forks Historical Society with special projects like cataloging artifacts with special interest to the state parks.

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.