

Position Description

1715 Hour AmeriCorps Member

Position: Region 5 State Parks Steward

Location: Billings, 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:

Region 5 State Parks offer diverse opportunities for people to recreate and experience natural history and culture and experience what Montana State Parks have to offer. The AmeriCorps member will be based at Pictograph Caves State Park but serve across Region 5’s three cultural and historic parks (i.e. Pictograph, Chief Plenty Coups, and Prairie Dog Town State Parks) and two recreational parks (Lake Elmo and Cooney State Parks).

Pictograph Cave State Park is located 5 miles south of Billings, Montana. It was designated a National Historic Landmark in 1964 because of its archeological significance. It is the site of the first major archeological excavation of the Northern Plains, conducted from 1937-1941. Prehistoric hunters who used Pictograph & Ghost Caves left over 100 pictographs and over 30,000 artifacts, some of which are thought to date back over 4,000 years.

Chief Plenty Coups State Park, situated within the Crow Reservation, was home to Chief Plenty Coups, last chief of the Crow Tribe. This site is also a National Historic Landmark and remains as evidence of the Chief's efforts to bring two cultures together.

Greycliff Prairie Dog Town State Park is located on the opposite side of Interstate 90 from the town of Greycliff, Montana. Home to a large prairie dog town, where visitors can observe the ongoings of their unique colonial lifestyle, this Black-Tailed Prairie Dog town is protected and preserved through the efforts of Montana State Parks, the Nature Conservancy, and the Montana Department of Transportation.

Cooney State Park is in the foothills of the Beartooth Mountains in south central Montana, Cooney State Park is one of the most visited water-based recreation areas in the state. A stone’s throw from Billings, Red Lodge, and Yellowstone National Park this Montana State Park offers some of the best trout and walleye fishing in the state.

Also within Region 5 is Lake Elmo State Park, an urban site, that is located within the city limits of Billings. This busy park provides water-based recreation opportunities such as swimming,



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non-motorized boating, fishing, and trail use. This state park is among the top five most visited in the state.

The AmeriCorps member will interact closely with state park staff to design and deliver high-quality educational experiences for multiple generations, including field trips, school group tours, camps, community events, and more. The member will engage with various audiences (volunteers, teachers, donors, public, etc.) to promote awareness of the state parks and their many activities. They will provide a family friendly experience organizing a wide variety of activities such as Junior Ranger Days, scavenger hunts, and library programs. The AmeriCorps member will also improve park lands through trail work and other site improvements that will preserve sites as well as positively impact a visitor's experience. They will be asked to incorporate the Rx Prescription Trail Program into appropriate trails within Region 5. This will tie in the health benefits of exercise in the outdoors and will connect local healthcare communities with Montana State Parks. The AmeriCorps member will also assist in planning group noxious weed removal events, planting and maintaining native grass seed, adding trees and shrubbery throughout the sites.

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:

- Improve FWP 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**
 - Engage with FWP staff and other regional AmeriCorps members to develop and organize regionwide service days that include trail maintenance and/or construction, weed control, habitat enhancement, stream bank stabilization and historic building preservation.
 - Engage with FWP staff and volunteers in our ongoing effort to reintroduce native plant species to State Parks and Fishing Access Sites.
 - Contribute to park improvement projects including trail development, native landscaping, and stream bank restoration.



- **Expand educational and interpretive programs**
 - Assisting with field trip programs including communicating with teachers, scheduling field trips, coordinating volunteer educators, and developing two new standards-based curricula with TRC Executive Director and Park staff.
 - Administer formal interpretive programming at Chief Plenty Coups and Pictograph State Parks
 - Collaborate with staff and volunteers to establish an annual calendar of educational events designed to celebrate the convergence of human and natural history.
 - Contribute to planning and execution of public programs including Night Sky viewing events and volunteer garbage pick up days
- **Increase volunteer capacity**
 - Serving with the State Park managers, the member will identify opportunities to recognize volunteers and design cost effective and meaningful rewards for volunteer service.
 - Engaging with teachers and education organizations to identify potential new sources for peak season volunteers.
- **Enhance outreach and awareness of Montana's history and cultural diversity**
 - Participate with local museums programs to highlight the different perspectives our state parks add to the weave of Montana's cultural blanket
 - Develop strong partnerships with other community organizations which include reciprocal presentations at events and festivals. The member will develop and present adult and youth programming at these events and festivals.
 - The member will serve with state park managers and their supervisor on a variety of events related to community service and cultural outreach

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 serve independently and as part of a team
- Basic computer proficiency, including Microsoft Business Suite
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- 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; Helena
- March 17-19: Annual Serve Montana Symposium; Helena
- June 15-18: All Member Gathering; Lewis and Clark Caverns State Park
- 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 50lbs 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 while serving in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, serve, and be part of the team amid the natural wonders and cultural heritage of Montana State 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 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 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.



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