

AgCorps AmeriCorps Member Position Description

AgCorps Mission:



To serve Montana communities by providing Ag literacy and environmental stewardship education to create resilient, healthy, and engaged communities under the Big Sky.



Location	302 North Roberts St. Helena, MT 59601
Supervisor Information	Jasmine Chaffee, State Noxious Weed Coordinator
Term of Service	Term of Service will be from January to November. Members are expected to serve 40 hours/week. Typical working times are Monday-Friday 8:00AM-4:30PM.

About AmeriCorps:

AmeriCorps is the federal agency for national service and volunteerism. The AmeriCorps mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps continuously tackles the nation's most pressing challenges by getting things done for America.

Purpose:

AgCorps is a state AmeriCorps program administered by the Montana Department of Agriculture. AgCorps aims to improve the capacity of partner organizations to meet their mission, grow collaborations, provide effective programming, and create resilient, healthy, safe, and engaged communities in Montana. This program is also designed to serve rural and underfunded school districts in Montana that require more accessibility to Ag literacy materials.

Location:

The Montana Department of Agriculture is a state department that operates more than 30 programs across the state. Some of those programs and topics include Adopt-A-Trailhead, Farmer's Market, Beekeeping, Noxious Weeds and Pest Management. The three main divisions of the department are the Agricultural Development Division, the Agricultural Sciences Division, and the Central Services Division. For more information on the department, visit www.agr.mt.gov.

With a population of a little over 33,000, Helena is a beautiful capital city with a small-town feel. Montana has something to offer everyone, whether you are into biking, boating, skiing or just exploring the outdoors. There are countless activities to enjoy right outside your door including the state's oldest farmer's market, tours of the famous mansion district and multiple festivals throughout the year. Helena is surrounded by several mountain ranges including the Big Belts, Elkhorns the Boulders, and numerous rivers and streams including the Blue-Ribbon section of the Missouri River.

Service Position Summary:

Adopt-A-Trailhead Montana (AATM) and Pull-Your-Share (PYS) are cooperative volunteer programs that help protect Montana's trails from the spread of noxious weeds. Noxious weeds at trailheads will lead to infested backcountry, city parks, and recreation areas which threatens Montana's tourism economy, wildlife habitat, and native plant communities. These programs aim to stop and control noxious weeds at the trailhead, educate the public about noxious weeds and provide ways they can act against spreading noxious weeds when recreating.

AATM started in 2015, and since then there have been 74 kiosks installed with around 42 of those trailheads adopted. Volunteer groups work with state, city or federal agencies to adopt a trailhead or park and are responsible for hosting at least one weed pull per year. PYS was created by a Great Falls teacher and involves both classroom instruction and a field trip where teachers and students pull weeds at a site and learn about natural resource careers.

This service member will maintain all current kiosks, recruit volunteer groups for new or existing trailheads without adoptees, conduct kiosk installs, run volunteer days at weed pull events, conduct classroom instruction, host school field trips, maintain social media and outreach for the program, work with other agencies and NGOs to strengthen the program, and assists other noxious weed programs at the department as needed.

This position will be in the field and on the road about 40% of the time. The remaining 60% will be conducted in a typical office environment. Transportation or mileage reimbursement, per diem, and hotel fees will be provided for program events.

Essential Functions and responsibilities:

- Coordinate AATM and PYS program events
- Recruit volunteer groups for new and existing trailheads
- Develop social media and outreach for the program
- Organize volunteer groups and weed pull events
- Conduct kiosk and sign installation and maintenance
- Conduct outreach activities at schools and community events
- Assist other department noxious weed programs as needed
- Attendance at mandatory trainings (orientation, Symposium, mid-service training and end of service training)
- Participation in evaluation and reporting (monthly reporting, bi-weekly timesheet submission and monthly check-in calls)

Knowledge, Skills, and Abilities Required:

- Ability to interact with community members of all demographics
- Knowledge of design and editing software (i.e., Canva, Adobe, etc.)
- Communication and public speaking skills
- Understanding or willingness to learn about noxious weeds in Montana
- Valid driver's license and ability to travel long distances
- Ability to be part of a collaborative team
- Excellent time and project management skills and attention to detail

- Adhere to program policies and procedures
- Demonstrate the ability to balance service activities
- Demonstrate professional behavior and use of appropriate language
- Demonstrate the ability to be flexible and serve cooperatively
- Demonstrate the ability to communicate effectively and resolve conflicts

AmeriCorps Program Benefits:

- Members receive a living allowance to cover basic expenses while serving
- Upon successful completion of service, members receive a \$7,395 education award
- While serving, members may qualify for student loan forbearance
- Healthcare/ childcare services are available while serving
- A monthly housing stipend if eligible
- Other benefits include being part of an incredible community, being surrounded by professionals in multiple fields, and job shadowing opportunities
- AmeriCorps alumni benefits include access to nationwide alumni network, many career resources, access to AmeriCorps alumni emails and updates

AmeriCorps Service minimum Requirements:

- Must be 18+ at the beginning of service
- High school graduate, GED recipient, working towards obtaining a high school diploma/ GED
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria

For more information, please Contact:

Amanda Coyle: AgCorps Program Coordinator
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Amanda.Coyle@mt.gov

To Apply

Visit <https://my.americorps.gov>

* All positions are contingent upon a successful background check and continued CNCS grant funding.

* Reasonable accommodations can be made for interviews and if selected, service activities.