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	1201 11th Avenue, Helena, Montana 59601
Supervisor Information	Andrea Pipp, Montana Natural Heritage Program Botanist
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:

Montana's economy is primarily dominated by the agriculture, forestry, mining, energy production, and tourism sectors. Montana has a significant amount of public lands that provides recreational opportunities for nearly everyone, such as biking, boating, skiing, or hiking to explore the outdoors. With a population of just over 33,000, Helena is the capital city, beautiful, and has a small-town feel. Helena offers countless activities to enjoy, including the state's oldest farmer's market, tours of the famous mansion district, arts and theater, and multiple festivals throughout the year. Helena is surrounded by several mountain ranges including the Big Belts, Elkhorns, and Boulder Mountains, hot springs, and numerous rivers including the blue-ribbon section of the Missouri River.

The Montana State Library (MSL) is a state agency that serves to strengthen libraries and provides information and resources on government publications, water and natural resources, geographic datasets, and cultural and historical documents to expand knowledge and empower

decisions for our patrons and partnering organizations. Housed within MSL is the Montana Natural Heritage Program (MTNHP). The mission of the MTNHP is to be the state's source for reliable and objective information on Montana's flora, fauna, and biological communities, emphasizing those of conservation concern. The MTNHP Botany Program collects and maintains data on the species, status, biology, and conservation needs of native and non-native plants, fungi, and algae. Information is made available to natural resource managers, private industry, non-profits, and the general public to support informed stewardship of Montana's natural resources.

Service Position Summary:

The Montana Citizen Botany Program is a citizen science program being jointly developed by the Montana Native Heritage Program and the Montana Native Plant Society (MNPS). The program enlists volunteers, Citizen Botanists, to conduct native plant conservation tasks. This program is still in its beginning and developmental stages. A three-year pilot study has demonstrated the need to create a Citizen Botany Coordinator position to manage Citizen Botanist volunteers and help further refine the position and to move the Montana Citizen Botany Program to its next phase of development.

The Citizen Botany Coordinator will be supervised and trained by the MTNHP Botanist and Botany Data Assistant. The MTNHP Botany Data Assistant and Citizen Botany Coordinator will work closely together. The Citizen Botany Coordinator's main duties are to manage the current Citizen Botanist volunteers (plant assignments, training credentials, contact information, etc.), conduct outreach to secure new volunteers, provide education about the program, assist in refining a webpage for the MNPS website, and investigate, test, and refine workflow processes to make the coordinator's position sustainable. Other tasks may include organizing and developing group-based rare plant revisits; writing a manual for the coordinator's position; initiating ideas and proposed plans on how the program could be strengthened; and investigating grant and funding opportunities for the program.

This position will be in an office environment 70% of the time and out in the field (workshops; field trips; tabling at conferences) for 30%.

Essential Functions and responsibilities:

- Work collaboratively with the MTNHP botanists to develop and refine the Citizen Botany Coordinator's position, roles, and processes to help further the Citizen Botany Program
- Conduct volunteer outreach and manage volunteer data
- Assist in designing a webpage for the MNPS website
- Update training videos
- Assist in developing workflow processes between major partners (MTNHP, MNPS, land management agencies, volunteers)
- Assist in organizing field-based plant trainings
- Attend mandatory trainings (Orientation, Symposium, mid-service training and end of service training)
- Participate in evaluation and reporting (monthly reporting, bi-weekly timesheet submission and monthly check-in calls)

Knowledge, Skills, and Abilities Required:

- Interested in plants and has a desire to develop botanical skills or knowledge
- Basic knowledge of Microsoft Office 365 programs (Word, Excel)
- Public speaking and communication skills
- Enjoys working with people of varying backgrounds and botanical skills
- Valid driver's license
- 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 an education award based on position length
- While serving, members may qualify for student loan forbearance
- Healthcare/ childcare services are available while serving
- A monthly housing allowance if eligible (must be renting or paying a mortgage)
- 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
(406) 444-7819
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.

The Montana AgCorps Program, under the Montana Department of Agriculture, does not discriminate based on race, color, national origin, religion, sex, sexual orientation, or any other discrimination not based on merit or qualifications.