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| **Job Title:** Big Sky Watershed Corps Member | **Reports to:** Individual Placement Program Staff |
| **Classification:** Full Time – AmeriCorps Member | **Exempt/Non-Exempt:**  |
| **Date:** July 21, 2020 | **Access to Vulnerable Populations[[1]](#endnote-1):** Yes |

**Position Overview:**

Primary duties of the Corps Member (CM) include working with the Host Site staff to complete tasks related to project design and implementation, community outreach and education, volunteer generation and management and reporting functions. The CM works under the direct supervision of the Host Site Supervisor but also coordinates with MCC staff to ensure successful completion of program objectives. The CM must establish and maintain a good working relationship with Host Site staff, community members and volunteers, MCC staff and BSWC Steering Committee. The CM is an AmeriCorps Member and is entitled to the benefit package offered all AmeriCorps Members. This position will have recurring access to vulnerable populations.

**Programmatic Duties:**

* Work with Host Site staff to develop and implement watershed-related field projects.
* Assist Host Site staff in the completion of watershed-related plans.
* Recruit and manage volunteers on field and service projects; ensure participant safety on all projects.
* Develop materials (brochures, posters, PowerPoint presentations) to use in community presentations.
* Conduct community outreach (events, newsletters, websites, etc) to educate community stakeholders about watershed-related issues.
* Work with schools and/or youth groups to develop field projects or educational presentations.
* Follow all BSWC, Host Site, MCC, and AmeriCorps policies and procedures.
* Participate fully in all elements of Host Site training and MCC programming.
* Develop local service projects as part of national service days; attend and assist in other MCC events.
* Help the Host Site Supervisor complete and submit non-federal grants
* Help develop and write watershed-relate plans, proposals and reports

**Reporting Duties:**

* Maintain accurate personnel (timesheets, evaluations), safety and project (volunteer enrollment, participant evaluation, accomplishments) records.
* Complete and submit required monthly and quarterly program reports in a timely manner.

**Qualifications:**

* College degree (B.A./B.S.), preferably in watershed, agriculture, environment, or education related field.
* Effective written and oral communication skills.
* Valid driver’s license, access to a vehicle, ability to pass a motor vehicle records check, US Citizenship or ability to work in the US.
* Ability to pass a National Service Criminal History Check.
* Strong service ethic and desire to serve the community and the environment.
* Ability to provide personal transportation to worksites, housing, and trainings.

**Desired Additional Qualifications:**

* Previous watershed-related experience, fieldwork, data collection & analysis or plan development.
* Previous work or volunteer experience with local stakeholder, watershed or natural resource groups.
* Previous teaching or volunteer management experience.
* Ability to work with and build consensus among diverse stakeholders.
* Open and adaptable to new environments, different perspectives and rural communities.

*MCC seeks to provide access and opportunity to a diverse group of staff and participants, while continuing to identify and reduce barriers to being involved in our organization and programs.  We encourage applicants of all backgrounds to apply.*

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.*

1. Vulnerable Populations, per National Service Criminal History Check Guidance, include children age 17 or younger, persons age 60 and older, and/or individuals with disabilities. “Individuals with disabilities” has the same meaning given to the term in the Rehabilitation Act in 29 U.S.C. § 705(20)(B), and includes any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment. [↑](#endnote-ref-1)