

## 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.*



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| <b>Location</b>               | 302 North Roberts St. Helena, MT 59601  |
| <b>Supervisor Information</b> | Frank Etzler, Natural Resource Program Manager  |
| <b>Term of Service</b>        | 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](http://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:**

The Cooperative Agricultural Pest Survey (CAPS) program places and maintains survey traps at locations of risk of introduction around the state to monitor for potentially new invasive species. This program provides early detection of possible invasive species introductions in the state, allowing for quicker response to new threats. This member will provide communities and stakeholders with updated materials including information on insects being monitored for, as well as invasive insects and invertebrates of concern. This member has the opportunity to analyze specimens from collected traps to gain experience with a dissecting microscope, examining insects, and learning entomological mounting and labeling techniques. This member may accompany Department staff to learn about site selection and how to place insect traps for monitoring.

Montana typically ranks in the top five states in the U.S. for honey production. MDA registers all apiary sites in the state. There are four types of apiary registrations: General (Commercial), Pollination, Landowner and Hobbyist. An AgCorps service member will create and distribute educational materials to communities/stakeholders throughout Montana, to support the Apiary program. In addition to the creation and distribution of materials, AgCorps members will be able to give presentations on the importance of Apiary and how it directly affects agriculture in the state of Montana.

Apiary and CAPS will be in an office, field, or community setting. Transportation or mileage reimbursement for program activities, Per diem, and hotel fees will be provided as funding permits.

**Essential Functions and responsibilities:**

- Create educational and Outreach materials for apiary and CAPS programs
- Distribute education and outreach materials to the public and stakeholders
- Assist the Helena Area Beekeepers and other local conservation organizations
- Promote and support local apiaries with inspections and education
- Assist with CAPS program by placing and maintaining pest traps in the area
- Attendance to 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 drive with general navigation skills
- Writing and Record keeping
- Public speaking and communication skills
- Knowledge or willingness to learn about invasive species, honeybees, and organics in Montana
- Basic computer software knowledge (design and editing)
- 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
- 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
- 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](mailto: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