



## MONTANA CONSERVATION CORPS JOB DESCRIPTION

<b>Job Title:</b> Conservation Fellow	<b>Reports to:</b> Individual Placement Program Staff
<b>Classification:</b> Full Time – AmeriCorps Member	<b>Exempt/Non-Exempt:</b>
<b>Date:</b> November 23, 2019	<b>Access to Vulnerable Populations<sup>1</sup>:</b> Yes

### **Position Overview:**

MCC Conservation Fellows work under the supervision of Montana Conservation Corps (MCC) staff and host site supervisors to complete MCC and partner projects. Primary responsibilities of the position will be determined by individual host sites in collaboration with MCC, and will include assuring the successful completion of natural resource projects, delivery of MCC program components, and maintaining a positive working relationship with host sites, MCC and the public. Conservation Fellows are required to participate in all elements of the MCC program to the best of their ability, meet AmeriCorps requirements, and be enrolled as an AmeriCorps member for the duration of the program. Conservation Fellows are responsible for keeping host site supervisors and MCC staff informed through bi-weekly paperwork. The Conservation Fellow may have recurring access to vulnerable populations.

### **Term Dates:**

May 12, 2021 – October 1, 2021

### **Programmatic Duties:**

- Accomplish project goals to the standards and satisfaction of MCC and host site supervisors/partners
- Represent MCC and AmeriCorps by adhering to all policies and procedures and working in a safe manner
- Demonstrate initiative to complete projects and assignments accurately with minimal supervision
- Attend at least one public meeting and volunteer at least once with a local non-profit or agency outside of MCC and host site organization
- Promote a positive public image for MCC and host site by acting in a professional and respectful manner at all times
- Exhibit a strong work ethic and positive service ethic throughout the term of service

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<sup>1</sup> 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.



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### Reporting Duties:

- Maintain accurate records and paperwork as requested by host site and MCC
- Complete and submit required reports and other paperwork to host site and MCC in a timely manner

### Qualifications:

- High school degree or GED
- Minimum age of 18
- Available for duration of entire term of service; commitment to completing term
- US Citizenship or lawful permanent US Resident
- Ability to pass a National Service Criminal History Check
- Strong service ethic and desire to serve the community and the environment
- Willingness to work long hard hours in all weather conditions
- Ability to meet the physical demands of the position, as determined by the host site and MCC
- Ability to provide personal transportation to worksites, housing, and trainings

### Preferred Qualifications:

- Bachelor's Degree in natural resource, agriculture, education or conservation related field
- Previous conservation/agriculture related experience, fieldwork, data collection & analysis or plan development.
- Previous work or volunteer experience with local stakeholder, conservation or natural resource groups/agencies.
- 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.*