



MONTANA CONSERVATION CORPS

CONSERVATION INTERN POSITION DESCRIPTION

Summary Statement: The MCC Conservation Intern works-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 Interns 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 Interns are responsible for keeping host site supervisors and MCC staff informed through daily and bi-weekly paperwork. The Conservation Intern will have recurring access to vulnerable populations.

Program Dates & Details: We are offering two terms of service this year: Summer Term (5/16/17-8/18/17) & Extended Term (4/17/17-9/29/17). Corps Members receive a \$504 biweekly living allowance and a \$1,527.45 AmeriCorps education award for the Summer Term and a \$2,199.92 AmeriCorps education award upon completion of the term of service. Members have the opportunity to enroll in MCC's health insurance program during the term of service.

Programmatic Duties:

- Accomplish project goals to the standards and satisfaction of the 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 the 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

Administrative 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:

- Enrolled in, or recently graduated from, 2- or 4-year degree plan or vocational courses in natural resource or conservation related field

To Apply:

Please submit your application via our [online application portal](#).