



# MONTANA CONSERVATION CORPS

206 N Grand Ave, Bozeman, MT 59715

Phone: (406) 587-4475 • Fax: (406) 587-2606 • [www.mtcorps.org](http://www.mtcorps.org)

## CONSERVATION INTERN INFORMATION SHEET

[ Application Due: February 1<sup>st</sup>, 2019 ]

### Montana Conservation Corps

The mission of Montana Conservation Corps is to inspire young people through hands-on conservation service to be leaders, stewards of the land, and engaged citizens who improve their communities. Our hope is that through our four program objectives outlined below, participants in our program will find an increased sense of *purpose*.

- *People*: Cultivate greater self-awareness and connection to others through compassion, positive communication, and healthy relationships
- *Place*: Explore connection to the land, community, culture, and heritage
- *Power*: Develop confidence that fosters resilience, self-efficacy, and well-being
- *Pathways*: Envision future pathways to express personal, civic, and professional values in the world

### Conservation Intern Program

Montana Conservation Corps offers Conservation Internships to provide young adults with a professional experience in the conservation field while helping partners meet their goals in service activities outside of our traditional crew-based model. MCC invites a variety of proposals for consideration in this competitive process.

Some examples of service work and professional development opportunities from previous years include:

- Recruit volunteers and implement service events, and public outreach
- Creation and implementation of educational programs
- Surveys (wildlife, timber, archeology, etc.)
- Habitat enhancement/restoration
- Trail design and maintenance
- GPS/GIS mapping
- Coordinate MCC crews

Conservation Interns should work approximately 40 hours per week with at least 70% of their total hours focused on direct, hands-on conservation service.

### Program Dates & Costs

MCC is offering two program types with separate end dates for the 2019 season.

Program Type	Start Date	End Date	Cost
Extended Term	May 15 <sup>th</sup>	October 4 <sup>th</sup>	\$8,800
Summer Term	May 15 <sup>th</sup>	August 16 <sup>th</sup>	\$5,750



### Conservation Interns

Conservation Interns (CIs) will be recruited and hired by MCC with partner input. Most CIs will be current college students or recent college graduates (although this is not a requirement). As a part of their term with MCC CIs:

- Are enrolled as MCC AmeriCorps members for the duration of their term
- Earn a biweekly living allowance of \$504 biweekly and are eligible for an education award to repay student loans or pay for future studies
- Are covered under MCC's liability and workers compensation insurances
- Are eligible for Health Insurance (extended term only)

**Questions?** Contact Mandy Hedstrom at [mandy@mtcorps.org](mailto:mandy@mtcorps.org) or (406) 587-4475 x102.



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### HOST SITE ELIGIBILITY & SELECTION CRITERIA

#### Host Site Selection Criteria & Expectations

- Designate an on-site supervisor and check in with the CI regularly (daily in the beginning of the program, and at least 1-2 times weekly). Supervisors will also sign member time sheets, participate in site visits and complete all necessary program reporting
- Attend one host site supervisor training (via conference call) prior to the start of the season.
- Clearly identify projects and goals that will fulfill an unmet need, positively affect the community and provide a valuable experience for the AmeriCorps CI member
- Help recruit potential members and complete interviews and reference checks of prospective members
- Provide the member with a thorough orientation to the community and organization's philosophy, program, policies, board members and staff
- Share success stories and help promote and support the program as appropriate.
- Allow member to attend the required program trainings: Orientation in May (all CIs), Graduation/In-season Training in August (all CIs), Extended Term Graduation in October (Extended Term Only)
- Strictly adhere to MCC AmeriCorps member policies and MCC's risk management protocols
- Complete 2 evaluations (mid and end of season)
- Adhere to host site responsibilities and timeline outlined on the next page
- Accommodate two hours per week for member to work on MCC paperwork and professional development activities
  - Provide a computer/internet or fax machine or allocate time during business hours (prior to Mondays at 10:00am) for the CI to go to a public library, school, etc. to submit biweekly paperwork
- Selected host sites will be asked to sign a Memorandum of Agreement that identifies the roles and responsibilities of each organization

#### AmeriCorps Prohibited Activities

AmeriCorps prohibits their members from participating in several activities (see below). Not all prohibited activities are listed. For more information, please contact Mandy Hedstrom at [mandy@mtcorps.org](mailto:mandy@mtcorps.org) or (406) 587-4475 x102.

- Participating in religious activities or, partisan political activities during designated service hours
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Engaging in any efforts to influence legislation, including state or local ballot initiatives
- Administrative work, unless it directly relates to the member's approved direct service activities
- Assignments that displace employees



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## Host Site Timeline & Responsibilities

Host sites should consider the following timeline prior to submitting an application.

Date	Responsibility
Feb. 1 <sup>st</sup>	Last day to submit a complete host site application to MCC
Feb. 20 <sup>th</sup>	Host site assurance and financial agreement signed and submitted to MCC
Feb. 25 <sup>th</sup> – Mar. 15 <sup>th</sup>	Interview candidates and complete reference checks within 2 weeks of receiving applications from MCC. Provide final candidate selection to MCC.
May 15 <sup>th</sup> – May 17 <sup>th</sup>	Member orientation in Bozeman (all CIs)
May 20 <sup>th</sup>	First day at host site
Aug. 15 <sup>th</sup> – 16 <sup>th</sup>	Member training in Bozeman (all CIs)
Oct. 3 <sup>rd</sup> – 4 <sup>th</sup>	Member training in Bozeman (extended CIs)

## Host Site Application Submission

Qualified host site organizations are invited to submit a competitive application to host an MCC Conservation Intern AmeriCorps member to MCC staff at [iprograms@mtcorps.org](mailto:iprograms@mtcorps.org).

**Please submit the application no later than February 1<sup>st</sup>, 2019.**

Any young adults interested in applying for a Conservation Intern position should contact Mandy or visit the MCC website at [www.mtcorps.org](http://www.mtcorps.org).





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## HOST SITE APPLICATION FORM

Qualified organizations are invited to submit a competitive application to host an MCC Conservation Intern AmeriCorps member for 2019. Email completed applications to [iprograms@mtcorps.org](mailto:iprograms@mtcorps.org) by **February 1<sup>st</sup>, 2019**.

**Organization Name:** \_\_\_\_\_

**Organization Type:**

Federal Agency     State/Local Agency     Conservation District     Nonprofit/NGO     Tribal Office

Other (Please specify): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address where member will be placed (if different than above):**

\_\_\_\_\_

**Primary Supervisor:**

**Name / Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Person Completing Application (if not the same as above):**

**Name / Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Additional partners that may be involved in project(s), support or oversight:**



**How many Conservation Interns is your organization interested in hosting?**

Summer (May 15<sup>th</sup> – August 16<sup>th</sup>): \_\_\_\_\_

Extended (May 15<sup>th</sup> – October 4<sup>th</sup>): \_\_\_\_\_

\*\*\*If you are requesting multiple CIs that will have very different roles, please complete the remainder of the application separately for each position. If they will be completing similar work, one application is sufficient.



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**Describe the conservation need the Conservation Intern(s) will be addressing.**

**What will the member's primary duties be and what projects will they be assisting your organization with?**

**What professional development opportunities will you offer to your member(s)? (certifications, trainings, conferences, job shadowing, etc.)**

**There is an expectation that the CI is supervised and mentored by MCC AND the host site supervisor. Are you able to meet the supervision requirements outlined in the *Host Site Selection Criteria & Expectations* section?**

Yes  No

### **Housing (check one)**

- Housing will be provided for the member
- At no cost to the member
  - At some cost to the member

Please describe:

- Additional housing stipend will be provided
- Member will need to provide their own housing
- Would you be willing to assist the member in finding affordable housing?  Yes  No
- Other (please specify)

The required cost share is \$8,800 (May-October) and/or \$5,750 (May-August) per CI.

**Do you have any concerns about providing the cost share prior to May 14<sup>th</sup>?**

Yes  No

Please explain:



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MCC staff will recruit and conduct the initial screening of applicants to determine interest and qualifications before candidates are referred to the host site for second interviews. Because of this, it is important for MCC to understand the qualities you are looking for in a Conservation Intern.

**List any specific skills and qualifications that will best suit the project and host site needs (i.e. specialized field skills, computer skills, public speaking, etc.).**

**What characteristics would make someone a good fit for your organization?**

**Is there anything else you would like MCC to take into consideration about your application or additional information you would like to share?**

**I have read and understood the Eligibility and Selection Criteria and have aligned our project with the goals and objectives of the Conservation Intern program.**

- I understand if selected, our organization will sign a Memorandum of Agreement and Site Assurances that details the roles and responsibilities of each entity and commits our organization to the required cash cost share.



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## INFORMATION SHEET FOR MEMBERS

The following information will be shared with applicants that are matched with your organization prior to their second phone interview with you. Please include enough detail for the members to understand what they can expect at your organization.

**Host Site Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Primary Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**What is the primary project(s) the member will be working on and what kind of work schedule can the member expect?**

**What should the member know about your organization and location?**

**Please share any relevant housing information.**

**Please list all required gear that the member will need.**