

# BIG SKY WATERSHED CORPS HOST SITE INFORMATION SHEET

***Applications due September 13th, 2019***

## Big Sky Watershed Corps (BSWC) Program Focus:

The Big Sky Watershed Corps is an AmeriCorps program that invests in Montana's watershed communities to make a measurable difference in local conservation efforts while strengthening the experience of young professionals. The Big Sky Watershed Corps is a partnership of the Montana Conservation Corps, the Montana Watershed Coordination Council, and the Soil and Water Conservation Districts of Montana.

### Programmatic Goals include:

1. Watershed Health and Protection
2. Watershed Education and Outreach
3. Capacity Building
4. Volunteer Generation
5. Member Development



## BSWC Members:

Recent graduates in natural resource management, watershed science, agricultural sciences, environmental education or related educational backgrounds. Members serve in communities across Montana to create watershed-based solutions through a combination of fieldwork, education, research, and project development.

**Member Service Term:** Early January 2020 through late November 2020

**Member Benefits:** \$1,220/month living stipend, Work Comp and Health Insurance, \$5,780 education award at end of term, and a great service-learning experience.

## Host Sites:

Members serve with watershed groups, conservation districts, tribal offices, and other community-based conservation organizations across Montana. For examples of past host sites, partners and activities please visit partner websites: [MCC](#), [MWCC](#), [SWCDM](#).

**Host Site Cost share:** \$12,250; 2020 Payment Schedule: January-\$6,000, April- \$3,125, July- \$3,125

### Host Site Questions:

Terri Nichols, MWCC Watersheds Program Coordinator, 406.475.1420 [terri@mtwatersheds.org](mailto:terri@mtwatersheds.org)

Melissa Downing, SWCDM Programs Manager, 406.443.5711 [Melissa@macdnet.org](mailto:Melissa@macdnet.org), or

Bryan Wilson, Associate Director-Indivual Placement Programs 406.587.4475 [bryan@mtcorps.org](mailto:bryan@mtcorps.org)

## HOST SITE ELIGIBILITY & SELECTION CRITERIA 2020

### Host Site Selection Criteria and Expectations:

- Designate an on-site Supervisor who will attend Supervisor orientation in January, and provide a minimum of 5 hours of supervision/direct contact time per week. Supervisors are responsible for regular meetings with the Member to monitor and ensure result-based progress. Supervisors will also sign member time sheets, participate in conference calls and complete all necessary program reporting.
- Provide the Member with adequate office space, telephone, computer and internet access, and financial support for travel expenses incurred.
- Clearly identify projects and goals that will fulfill an unmet need, positively affect the community and provide a valuable experience for the AmeriCorps BSWC 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. Include the Member in appropriate meetings, retreats, and community events to help connect to community partners.
- Encourage and support professional development opportunities for the Member, such as conferences, trainings, workshops and other opportunities to network with watershed professionals in Montana.
- Share success stories and help promote and support the program as appropriate.
- Allow Member to attend four required program trainings: Orientation in January (3 days), Education and Outreach in February (3 days), Service Symposium in March (3days), and the Technical Skills training in May (4 days). All travel, lodging and meal costs will be provided by the BSWC for these trainings, but please know that Members will be away from host sites during these trainings.

### Eligible Host Site Projects:

- During their term of service, Members work on a variety of activities that should fall into one or more of the BSWC programmatic goals described below, but they may focus on specific areas as well. Applications able to address all program goals and a connection to local communities will be given priority in site selection.
  1. **Watershed Health and Protection:** Members develop projects to protect local water resources. Their activities may include: watershed inventories; restoration & drought planning; water quality/quantity monitoring; stream, habitat and riparian restoration; re-vegetation projects; riparian fencing; local river clean-up efforts; abandoned mine reclamation; irrigation infrastructure improvements; aquatic invasive species; wildlife research; infrastructure and agricultural projects and more. Host sites directed by Watershed Restoration Plans or that incorporate aspects of the State Water Plan may be given priority. Members are required to track the miles of restored streams/acres, data points collected and/or projects implemented.
  2. **Watershed Education and Outreach:** Members play an integral role in helping to promote watershed health and natural resource conservation through outreach and education. They may reach out to Montana watershed communities through lessons in elementary and high schools, community field days, workshops, and trainings. Members may develop curriculum; focus on local issues with local solutions; implement outreach campaigns, newsletters, websites and media for communities; and organize public meetings and events for community stakeholders. Members track the number of students and community members (beneficiaries) who receive and benefit from these education and outreach efforts.

## Eligible Host Site Projects Continued:

3. **Volunteer Generation and Capacity Building:** Members may host volunteer trainings and events that relate to watershed health and protection. They may focus on engaging volunteers for major community events as well as recruiting a long-term, skilled, and influential volunteer base. Members may help create dedicated volunteer stream or snow monitoring teams; design and lead youth-focused volunteer events to get young people involved in experiential, field-based activities, and inspire a new generation of local landscape stewards. Members track participation through volunteer satisfaction surveys for every event they organize and implement.

## Roles and responsibilities:

- Selected BSWC Host Sites will be asked to sign a Memorandum of Agreement that identifies the roles and responsibilities of each organization.
- Designated Members must pass a criminal background check.
- MCC will provide a monthly living allowance, health insurance and workers compensation for approved Members.
- Program partners will provide orientation, training and ongoing professional, technical support and guidance to Members and Supervisors.

## 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 the Associate Director-Individual Placement Programs (Bryan Wilson, 406.587.4475 [bryan@mtcorps.org](mailto:bryan@mtcorps.org)).

- 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.

## Qualified Host Site Organizations:

We invite all qualified host site organizations to submit a competitive application to host a Big Sky Watershed Corps AmeriCorps member to [IPPrograms@mtcorps.org](mailto:IPPrograms@mtcorps.org) by September 13<sup>th</sup> 2019. Early submissions welcome and encouraged.

Host site applications are available online at: [MWCC](#) [SWCDM](#) & [MCC](#).

College graduates interested in applying should contact [Bryan Wilson](#) or visit the [MCC](#) website.

# HOST SITE APPLICATION FORM 2020

Qualified organizations in Montana are invited to submit a competitive application to host a Big Sky Watershed Corps AmeriCorps member for 2020. Provide your answers using this form.

Email completed applications to [IPPrograms@mtcorps.org](mailto:IPPrograms@mtcorps.org) September 13th, 2019.

Organization Name:

Organization Type:

Options include: Conservation District, Watershed group, NGO, Tribal Office, Natural Resource Education, Federal/State/Local Agency, Other (Please Specify)

Address:

Telephone:

Email:

Website:

Primary Supervisor Name / Title:

Host Site/Member Location (community where office/Member is located):

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

## Part A. Host Site Organization

*\*Application Parts A- C may be shared with potential BSWC members during the interview process.*

1. Where is your office located/member to be placed?

2. How many staff members are currently employed at your organization?

3. What is your organization's mission and how do you fulfill this mission and meet community natural resource needs?

4. Yes or No. Do you have the work space and required support items (telephone, computer and internet access, and financial support for travel expenses)?
5. What professional development opportunities will be made available to a BSWC Member by your organization?

6. Yes or No. Do you anticipate any difficulty for the BSWC Member to find affordable housing in your community, given their monthly income of \$1,220?
7. Yes or No. Would you be willing to assist the BSWC Member in finding housing?

## Part B. BSWC Member Expectations

1. List specific skills and qualifications that will best suit the project and host site needs (i.e. specialized field skills, computer applications, teaching experience, etc.).

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

Part C. Project Description

2. Describe the project(s) your organization will have the BSWC Member work on.

3. Yes or No. Does your work plan include partnerships with the Bureau of Land Management or United States Forest Service?

If so, please describe the nature of those partnerships.

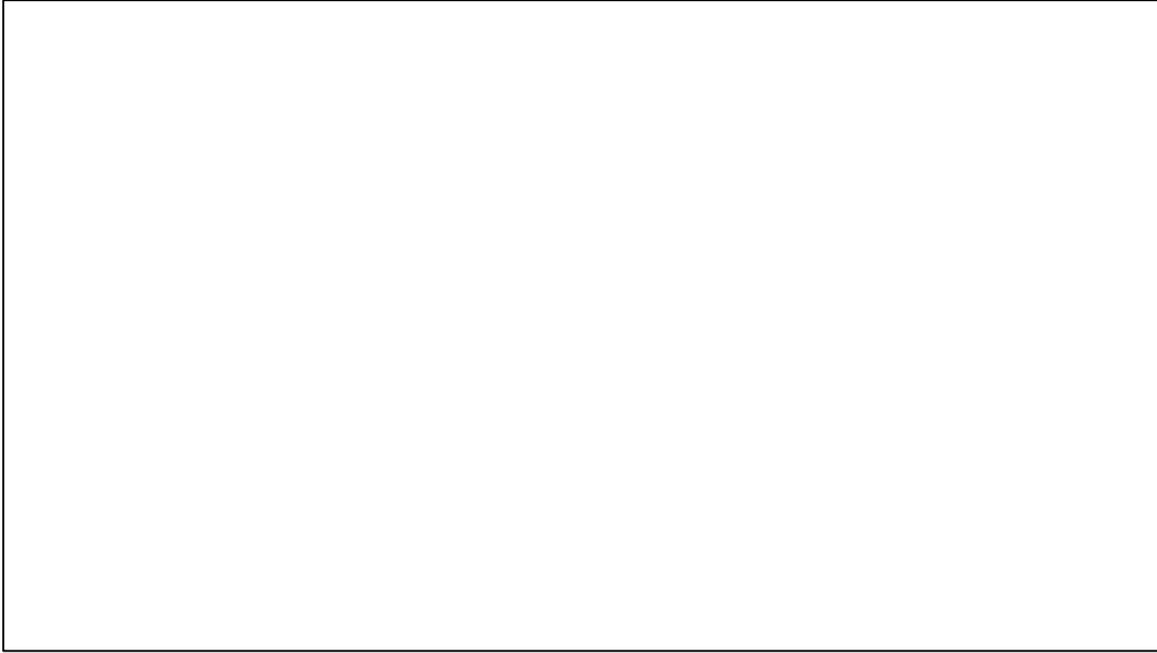
4. Yes or No. Will your work plan involve implementing a DEQ-approved Watershed Restoration Plan?

If so, please describe.

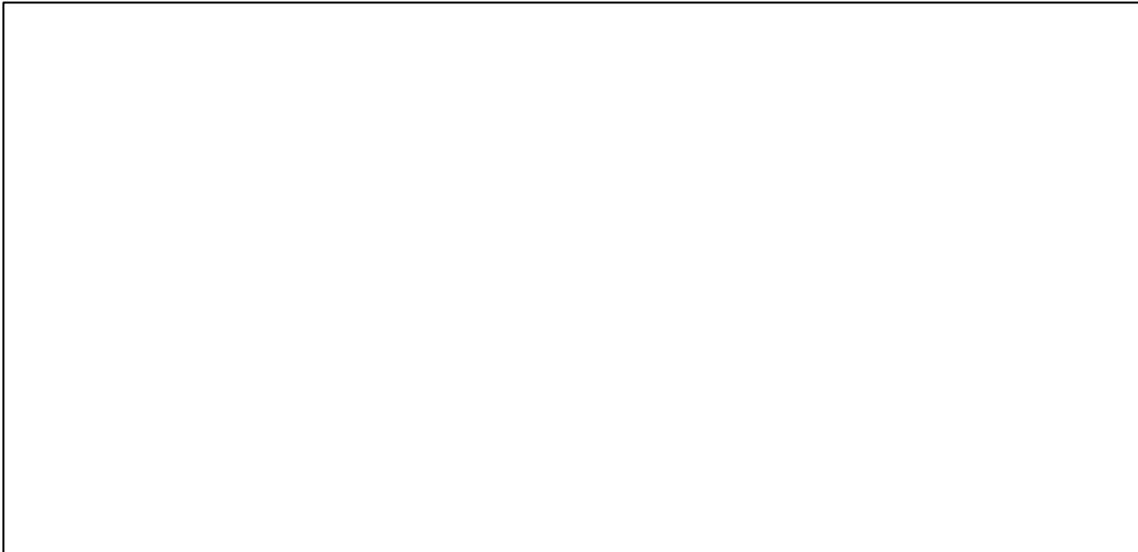
5. Yes or No. Will your work plan involve aquatic invasive species prevention activities?

If so, please describe.

6. Give an example of how the work plan project(s) will serve your community?



7. What training needs do you anticipate for your member? For example, GIS.



## Part D. Supervision & Funding

1. Who will directly supervise the AmeriCorps Service Member?

Name:

Title:

2. Basic Position Description (100 word max):

3. How many hours per week does this person plan to spend supervising the Member?

4. What is your proposed funding strategy for the AmeriCorps Member?

\*It is not an expectation that funding is secured prior to submitting your application. This information will help the BSWC Steering Committee identify additional funding sources that host sites may qualify for.

Anticipated Host Site Expenses	Amount Secured	Amount Unsecured
AmeriCorps Host Fee (\$12,250)		
Professional Development		
Supervision		
Travel		
Total		

5. Yes or No. Do you have any concerns about raising the \$12,250 cost share, plus additional funding for travel, etc.?

If yes, please describe.

I have read and understood the Eligibility and Selection Criteria and have aligned our project with the goals and objectives of the BSWC 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 a \$12,250 cash cost share.

Signature and date