PLEASE NOTE: All applications must be submitted through this link - https://form.jotform.com/StewardsIPP/cva-member-application-2027

Position Title: Community Volunteer Ambassador – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Blue Ridge Parkway

Blue Ridge Parkway Headquarters, 199 Hemphill Knob Rd, Asheville, NC 28803

Terms of Service:

- **Start Date: 2/22/2027**
- **End Date: 2/4/2028**
- **AmeriCorps Slot Classification: 1700 Hours (50 Weeks)**

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. The Community Volunteer Ambassador (CVA) Program combines the strength of a national leader in conservation service with the National Park Service to train emerging leaders to assist park units in building lasting connections to communities.

The Blue Ridge Parkway is a scenic, 469-mile national parkway that winds through the Appalachian Mountains, linking Shenandoah National Park in Virginia to Great Smoky Mountains National Park in North Carolina. Often referred to as “America’s Favorite Drive,” it offers breathtaking vistas, varied ecosystems, and a rich cultural heritage. With elevations ranging from 600 to over 6,000 feet, the Parkway is especially renowned for its spectacular fall foliage. Managed by the National Park Service, it is the most visited unit in the National Park System, attracting more than 16 million visitors annually.

The Blue Ridge Parkway's volunteer program is among the largest in the National Park system annually hosting 1250 volunteers who contribute more than 40,000 volunteer service hours on average. Volunteers perform a wide variety of duties including but not limited to trail and general maintenance, interpretation and visitor center services, living history demonstrations, musical performances and concert operations, natural resource and citizen science projects, campground hosts, preventative search and rescue, cultural resource and archival projects, and administrative work. The volunteer program is a vital part of nearly all park operations.

Description of Duties:

The Community Volunteer Ambassador (CVA) will play an important role in the day-to-day operations of the Blue Ridge Parkway's Volunteer Program as well as taking on special projects to better position the volunteer program for the future. This position will support the coordination and management of volunteer activities across the park, assist with the recruitment and onboarding of new volunteers, create volunteer handbooks, and contribute to the establishment of new volunteer teams or the expansion of existing ones. Working closely with park staff and community partners, the CVA will help strengthen volunteer engagement, enhance outreach efforts, and foster a culture of stewardship that supports the Parkway's mission and long-term sustainability.

Responsibilities:

- Support the day-to-day operations of the volunteer program.
- Assist with recruitment, onboarding and training of new volunteers.
- Create and update volunteer handbooks.
- Help establish new volunteer teams and expand existing ones.
- Assist with planning, logistics, communication and operation of volunteer events and service days.
- Assist with monthly VIP Lead & NPS Volunteer Supervisor Microsoft Teams Meetings
- Maintain and update volunteer records and databases.
- Create materials to promote volunteer opportunities and raise awareness of volunteer initiatives.
- Create social media posts promoting the volunteer program, its impact and volunteer opportunities that are available.
- Serve as a liaison between volunteers and park staff.
- Respond to e-mail inquiries about the volunteer program from the public, existing volunteers and NPS staff.
- Develop new or expand existing partnerships with local organizations, universities, and businesses to expand volunteer engagement.
- Participate in training and professional development opportunities.
- Provide support to volunteers with Microsoft Teams issues and develop troubleshooting guides.

- Write articles for the volunteer newsletter.
- Assist with updates to the Parkway's volunteer page on the official NPS website and internal SharePoint.
- Identify suppliers and pricing for volunteer supplies, equipment, uniforms, PPE, and training.
- Redesign and reorganize the park headquarters volunteer uniform cache
- Create a uniform inventory database
- Support volunteer recognition efforts by designing recognition items or recruiting a volunteer graphic designer.
- Assist with logistics, setup, and breakdown for the Annual Volunteer Recognition Tour. Overnight travel will be required.
- Assist with NPS Volunteer Supervisor Training and VIP Lead Training
- Develop and lead presentations using Microsoft Teams
- Assist with special projects as assigned.

Qualifications:

- Strong oral and written communication skills.
- Computer literate with proficiency with Adobe
- Creative Cloud, Microsoft Office, Microsoft Teams, and social media platforms.
- Outgoing and friendly with strong interpersonal skills.
- Self-motivated and able to work independently once assigned a task.
- Team-oriented and collaborative.
- Demonstrated leadership skills with ability to work effectively with people of differing backgrounds.
- Flexible and adaptable to changing tasks and work priorities.
- Detail-oriented and organized.
- Willingness to learn
- Ability to pass a Federal Criminal Background Check
- United States citizen, United States national, or a lawful permanent resident alien
- Applicants must be between ages of 18-30 years old, or up to 35 for veterans, based on Public Land Corps Act of 1993 authorizing this AmeriCorps opportunity.
- Has received a high school diploma or equivalency certificate; or has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and agrees to obtain a high school diploma or its equivalent prior to using the education award
- Agrees to provide information to establish eligibility and to complete a National Service Criminal History Check.

Preferred Qualifications

- Local applicants preferred.
- Public speaking experience preferred.
- Volunteer management experience preferred.

- Coursework, degree, volunteer experience, or professional experience in public service, communications, education, nonprofit management, community engagement, conservation, recreation, or a related field is preferred.

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to Vanessa Morrison at vmorrison@conservationlegacy.org

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break will not be counted towards AmeriCorps service
- Member may be required to participate in national, state, or local service projects or events as part of their service term.

Orientation and Training:

- Member will receive an orientation that includes training on AmeriCorps prohibited and unallowable activities.
- Week-long, in-person training on NPS Volunteer Program Management and leadership schools.
- Year-long Continuum of Learning supporting participant professional development.
- $750.00 in Professional Development Funds for travel and training.

Additional Position and Community Information:

- A valid driver's license and the ability to pass a driver background check are required.

- Access to a personal vehicle is required due to the lack of public transportation to Parkway Headquarters.

- Some weekend and evening work will be required.

- Some overnight travel will be required.

- Government housing is not available for this position.

- Opportunities to collaborate with neighboring parks, including Great Smoky Mountains National Park, on volunteer enrichment and engagement projects.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week (if housing is not provided)
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 10 Days Personal Leave, 10 Days Sick Leave

Evaluation and Reporting:

As an AmeriCorps member, performance will be evaluated on whether the member has completed the required number of hours, the member has satisfactorily completed assignments, and if the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

Reporting requirements include, but are not limited to, bi-weekly timesheets and accomplishment tracking.

Program Contact Information:

Please contact James Gasaway at the contact information below with any questions.

Stewards Contact information: James Gasaway, jgasaway@conservationlegacy.org

Conservation Legacy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodations due to a disability during the application or recruiting process, please send a request to the hiring manager.