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: Oregon Caves National Monument & Preserve

19000 Caves Highway, Cave Junction, OR 97523

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.

Oregon Caves National Monument and Preserve (ORCA) is a national park unit in southwestern Oregon that protects a nationally significant marble cave system, old-growth forests, and a broad range of natural and cultural resources. The park welcomes visitors from across the region and provides opportunities for interpretation, education, stewardship, and resource protection.

Our volunteer program supports a variety of park operations, including visitor services, interpretation and education, special events, stewardship projects, and resource management activities. Volunteers play an important role in helping the park engage with local communities and visitors while expanding our capacity to accomplish priority projects. The Community Volunteer Ambassador will help strengthen and grow the program by recruiting, training, and supporting volunteers and building partnerships that connect new audiences with the National Park Service.

Description of Duties:

The Community Volunteer Ambassador (CVA) will play a key role in expanding volunteer and community engagement opportunities at Oregon Caves National Monument and Preserve. The CVA will assist with volunteer recruitment, onboarding, recognition, and coordination while helping to build relationships with local communities, schools, partner organizations, and other stakeholders. Serving closely with park staff, the CVA will support efforts to increase public involvement in park programs, develop meaningful volunteer opportunities, and strengthen the park's capacity to accomplish its mission. The position provides valuable experience in volunteer management, community outreach, partnership development, and public service within the National Park Service.

Responsibilities:

- Recruit volunteers through community outreach, partnerships, and targeted engagement efforts.
- Coordinate volunteer onboarding, orientation, and training activities.
- Assist with scheduling and placement of volunteers within park programs and projects.
- Support volunteer recognition and appreciation events and initiatives.
- Develop and maintain relationships with local schools, community organizations, and partner groups.
- Promote volunteer opportunities through outreach materials, social media, and community events.
- Track volunteer participation and assist with volunteer recordkeeping and reporting.
- Help plan and coordinate volunteer service projects, stewardship events, and special programs.
- Assist park staff with community engagement and public outreach efforts.
- Support the expansion of volunteer opportunities that align with park needs and community interests.
- Participate in professional development, training, and networking opportunities through the Community Volunteer Ambassador program.
- Collaborate with park staff to evaluate and improve volunteer recruitment, retention, and engagement strategies.

Qualifications:

- Strong oral and written communication skills.
- Ability to serve independently and as part of a team.
- Friendly, professional, and customer-service oriented attitude.
- Interest in community engagement, volunteerism, conservation, or public service.
- Strong organizational skills and attention to detail.
- Ability to interact effectively with people from different backgrounds.
- Willingness to learn volunteer management and community outreach practices.
- Experience with Microsoft Office programs and basic computer skills.
- Ability to represent the National Park Service and partner organizations in a professional manner.
- Ability to maintain a positive, flexible, and collaborative attitude.
- Valid driver's license and ability to operate a government vehicle.
- 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

- Experience working or volunteering with community organizations, schools, or nonprofit groups.
- Public speaking and presentation experience.
- Experience engaging with the general public in a professional setting.
- Experience recruiting, coordinating, or supervising volunteers.
- Coursework or experience in parks and recreation, environmental studies, education, communications, nonprofit management, or a related field.
- Strong interpersonal and customer service skills.
- Experience planning or supporting events, programs, or outreach activities.
- Experience using social media, newsletters, or other communication tools for outreach and promotion.
- Ability to build and maintain positive relationships with partners and community members.
- Interest in conservation, public lands, volunteerism, or National Park Service programs.
- Experience working with people from different backgrounds and fostering welcoming environments.

- Ability to adapt to changing priorities and serve in both office and field settings.
- Familiarity with Microsoft Office Suite, databases, or volunteer management software.

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:

Oregon Caves National Monument and Preserve offers a unique opportunity to live and serve in a remote and scenic national park setting while gaining hands-on experience in

volunteer management, community outreach, and public service. Due to the park's rural location, a valid driver's license and personal vehicle are strongly recommended.

The CVA's schedule will vary throughout the year and may include evenings, weekends, and special events to support volunteer projects, community engagement activities, and park programs. Housing is available and consists of a private bedroom within shared government housing that includes common kitchen, living, and bathroom facilities.

The position provides opportunities to collaborate with staff across multiple disciplines, including interpretation, education, visitor services, facility management, and resource stewardship. The CVA will also engage with local schools, community organizations, and partner groups throughout southern Oregon, helping to build lasting connections between the park and the communities it serves.

For individuals interested in conservation, public lands, community engagement, and professional development within the National Park Service, this position offers valuable experience in a supportive and collaborative environment while living near one of Oregon's most unique natural and cultural resources.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- 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.