



## **National Community Volunteer Ambassador Leader (Fall 2024 Cohort) Position Description**

### **Position Details:**

Stewards Individual Placements provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. The Community Volunteer Ambassador (CVA) Program combines the strength of a national leader in conservation service with the National Park Service to train a diverse group of emerging leaders to assist park units in building lasting connections to communities.

The National CVA Leader (Fall Cohort) supports other members at host sites and sets a good example for all CVAs by being professional in their work. They also speak up for the interests of CVAs in volunteer programs. Working with National Park Service staff and partner organizations, the CVA Leader helps plan and carry out activities that support CVAs and the Volunteers-In-Parks (VIP) Program. They report directly to the Servicewide Volunteer Program Manager in the NPS Directorate of Interpretation, Education, and Volunteers, headquartered in Washington, DC. CVA Leaders will spend 40% of their time on CVA program activities (2 days per week) and 60% of time on VIP program activities (3 days per week).

The Community Volunteer Ambassador program seeks interested applicants who have prior National Service (such as AmeriCorps, AmeriCorps NCCC, AmeriCorps VISTA, and Peace Corps) and/or conservation corps or government experience and who have demonstrated leadership and facilitation skills. Applicants must be between the ages of 18 and 30 years old (up to 35 years old for veterans); be a U.S. citizen, U.S. national or lawful permanent resident alien; and have a valid U.S. driver's license. Preference is given to applicants with at least one prior year of experience in the CVA Program. The position will be offered as fully remote, with minimal travel required.

### **Position Responsibilities will include:**

- Support the Servicewide Volunteers-In-Parks Program Manager in completing projects impacting the nationwide program, building standard operating procedures (SOP) and training resources, and coordinating the ongoing work of the Volunteers-In-Parks program;
- Support onboarding of CVAs and development of National Early Service Training within first 3 months of service, a time-intensive process requiring collaboration and planning with staff across both Conservation Legacy and NPS;
- Build a broad coalition of support to facilitate shared systems, best practices, and training for CVAs servicewide
- Coordinate with the National CVA Leader from other cohorts on relevant projects, such as a creating standard operating procedures (SOP) and resources for the CVA program.
- Serve in a leadership role coordinating with Conservation Legacy and other program leads to support and plan resources, regular meetings, peer-to-peer connection, and opportunities for all CVAs;
- Serves as a liaison helping to collect feedback and document trends happening in the field
- Support Conservation Legacy and NPS through CVA Site Application Process
- Supports social media accounts, internal and external websites, and coordinates partner communication activities including preparing and presenting emails and newsletters, subject-specific presentations, and articles and reports;
- Serve as a project manager to coordinate agency guidance and resources to national days of service events such as National Volunteer Week, National Trails Day, National Public Lands Day, and MLK Day, as well as national volunteerism efforts such as the Excellence in Volunteerism Awards, VIP Business Meeting, and annual reporting;
- Motivate, direct, and connect members to development opportunities and support services;
- Participate in regularly scheduled regional and national meetings/calls, representing NPS, VIP,



and CVA

- Partner with Conservation Legacy in the development of national trainings and content creation for the Continuum of Learning and CVA competency areas;
- Promote an equitable and inclusive workspace and program by participating in Cultural Humility Trainings, making sure all voices are heard throughout the program, and making suggestions for more inclusive and equitable programming;

### **CVA Leader Minimum Requirements:**

- Participate in the CVA National Early Service Training in early November 2024 (exact dates TBD)
- Must be willing to plan occasional safe travel to important events and potential site visits such as Washington, DC
- Make a full-time, 50-week commitment, with the ability to start in August 2024
- Serve with diverse groups of people and manage conflicts
- Strong written and verbal communication skills
- The ability to work independently as well as on a team
- Strong organizational skills
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- US Citizen, or Lawful Permanent Resident Alien of the United States

### **Preferred Qualifications:**

- Experience serving in the Community Volunteer Ambassador Program (preference for graduates of program within the past 3 years)
  - Former CVAs who have served one or two years are eligible to serve an additional term as a CVA Leader.
- Experience managing projects and following through on assigned tasks
- Experience in an office setting, particularly one in federal government
- Experience in or ability to telework / work virtually
- Bachelor's degree preferred, but can be substituted for relevant experience
- Experience with Microsoft Office Suite (Word, Excel, Teams, etc.)

### **Benefits**

- National CVA leader will receive one of the following options for compensation, based on their AmeriCorps eligibility:
  - If eligible for AmeriCorps
    - **\$700/week living allowance and \$150/week housing allowance (if AmeriCorps), plus \$6,895.00 AmeriCorps Education Award upon completion of service.**
  - If not eligible for AmeriCorps based on past number of terms:
    - **\$18/hour wage and \$150/week housing allowance.**
- Limited health care/childcare benefits
  - Eligibility timeline varies between AmeriCorps living allowance (on first day) versus hourly wage (November 1<sup>st</sup>).
- CVA Leader will be exposed to a variety of NPS staff and operations, and will gain valuable leadership, project management, and administrative experience.
- Professional development funds equaling **\$3,500** will be allocated toward appropriate professional development opportunities throughout your service.
- Networking opportunities within the National Park Service and partnering organizations
- Attendance and leadership role at National Early Service Training (location TBD).



The National CVA Leader position will start no later than **August 26th, 2024** and run for 50 weeks.

### **How to Apply**

Applicants will need to submit an application here: <https://form.jotform.com/StewardsIPP/fall-2024-cva-leader-application> and attach a detailed resume and cover letter addressed to Shari Orr, Servicewide Volunteers-In-Parks Program Manager, highlighting why you are interested in this position and how your background and experience will help you succeed.

### **Applications Deadline**

Please submit your application by **Friday, May 24th** to ensure full consideration.

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto:jgasaway@conservationlegacy.org)

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, 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 a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*