



Community Volunteer Ambassador – Lincoln Home National Historic Site

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 in order to train a diverse group of emerging leaders to assist park units in building lasting connections to local communities.

The Lincoln Home Community Volunteer Ambassador will assist the Volunteer Manager with day-to-day volunteer operations, scheduling, and other volunteer-related administrative work. They will also assist with recruitment and expansion of our volunteer program, and will work with the Volunteer Manager to help establish a new volunteer-internship program at the site. In addition, the Community Volunteer Ambassador will conduct outreach with local community organizations, and work with other interpretation staff to organize events and programs that reaches local communities and local organizations. Finally, the Community Volunteer Ambassador will be tasked with researching diverse and interesting stories to be used for current interpretive programming around Springfield and Illinois history.

Site Description:

Lincoln Home National Historic Site preserves the original house and surrounding 4-block area where Abraham Lincoln lived from 1844-1861, the 17 years preceding his presidency. Lincoln Home National Historic Site has a robust volunteer program of four primary programs, including giving tours of the Lincoln Home, assisting at the Visitor Center front desk, managing the site heirloom garden, and running our Trails and Rails program. Our site has roughly 25 year-round volunteers who volunteer regularly approximately once a week, and approximately 30 seasonal volunteers whose work is primarily focused during the summer months.

Position Responsibilities:

- Assist with general management of volunteers
- Assist with general administrative work surrounding volunteers, including volunteer scheduling and tracking volunteer hours
- Volunteer recruitment
- Assist with development and establishment of new volunteer-internship program, in partnership with local universities and educational institutions

CVA Leader Minimum Requirements:

- Participate in the CVA National Early Service Training in fall/winter 2022/2023
- Be 18-30 years old upon start date (up to 35 years old for veterans)
- High School Diploma or GED
- Outgoing or comfortable speaking with strangers
- Friendly and professional
- Organized
- Able to work well in a team
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection



CONSERVATION LEGACY



- US Citizen, or Lawful Permanent Resident Alien of the United States

Preferred Qualifications:

- Bachelor's degree or other post-high school education
- Strong communication skills
- Strong writing skills or experience
- Local applicants
- Able to locate and use credible sources to support program development and writing

Additional Information:

Schedule may require work on weekends and holidays. Position will require a driver's license, though the Community Volunteer Ambassador will be driving a government vehicle. Lincoln Home National Historic Site does not have park housing, although there are many housing options available nearby as the site is located within the City of Springfield.

Benefits:

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,345.00 (pre-tax) upon successful completion of the program
- Professional development funds
- Networking opportunities within the National Park Service and partnering organizations
- Public Land Corps Hiring Authority

How to Apply

The CVA Leader position will start on **Monday, September 12th, 2022**, and run for 50 weeks until Friday, August 25th 2023. Applicants will need to apply here: [CVA Member Application 2022-2023 \(September Cohort\) \(jotform.com\)](#) and attach a cover.

Please ensure your cover letter addresses the specific requirements and position details for this park.

You may submit one application for multiple positions by selecting all sites and attaching the necessary cover letters.

Applications Deadline

Please submit your application by Friday, July 15th to ensure full consideration.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@conservationlegacy.org

Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.

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