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: First State National Historical Park

10 Market Street, New Castle, DE 19720

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.

First State National Historical Park (FRST) currently supports 5 main volunteer positions or programs: Trail Stewards, Stream Stewards, Trail Truthers, Welcome Center and The Rovers. The Trail Stewards assist with maintaining the current trails and implementing the trail plan. The Stream Stewards monitor the quality of streams by managing and taking care of water quality testing sensors strategically located throughout the park. The Trail Truthers collect visitor data from the field. The Welcome Center volunteers help staff the

front desk. Finally, The Rovers assist our Law Enforcement officers by being an extra set of eyes and ears while biking in the park.

In total, we have 78 volunteers that assist with these various positions, contributing more than 2,000 hours. However, we know that there are a decent number of trail users that visit often to collect litter on their own time.

Description of Duties:

The CVA will strengthen community partnerships across First State National Historical Park by developing joint volunteer programs, building relationships with local organizations and youth groups, and supporting the park's trail plan through regular volunteer workdays. They will help expand the volunteer program by at least 60% in FY27 through recruitment, training, coordination, and engagement initiatives. Additionally, the CVA will support volunteer program administration, events, communications, and recognition while bringing new ideas to improve long-term program development. Through training opportunities, mentorship, and collaboration with park partners, the CVA will also build professional skills, explore future career opportunities, and grow as a conservation steward and emerging leader.

Responsibilities:

- Build Community Partnerships
    - Develop and maintain relationships with local organizations, schools, community groups, and partner-managed sites across the park's six units.
    - Coordinate collaborative volunteer initiatives with community partners.
    - Support implementation of the park's trail plan and organize volunteer trail workdays
- Recruit and Engage Volunteers
    - Identify and recruit new volunteers to expand participation in park programs.
    - Help achieve the goal of growing the volunteer program by 60% in FY27.
    - Develop and promote volunteer opportunities that engage varied audiences and strengthen community connections.
- Coordinate Volunteer Programs
    - Develop and update volunteer position descriptions, Job Hazard Analyses (JHAs), and standard operating procedures (SOPs).
    - Coordinate volunteer schedules, assignments, orientations, and training.
    - Track and document volunteer hours and participation.
- Support Volunteer Events and Recognition
    - Assist with planning and delivering volunteer events, workdays, and community engagement activities.
    - Prepare volunteer newsletters and communications.
    - Coordinate volunteer appreciation and recognition efforts.
    - Help manage volunteer supplies and equipment.

- Promote Trail Stewardship
    - Support trail maintenance and stewardship activities in collaboration with park staff and community partners.
    - Encourage participation in trail workdays and related conservation projects.
    - Assist with planning and coordinating a trail summit.
- Strengthen Volunteer Program Development
    - Identify opportunities to improve volunteer recruitment, retention, training, and engagement.
    - Share ideas and support long-term planning for sustainable volunteer programs.
    - Collaborate with park staff and partners to evaluate program needs and opportunities.
- Support Professional Development
    - Establish career goals and pursue relevant training opportunities.
    - Participate in mentoring and professional development activities.
    - Explore conservation and public service career pathways through partnerships with nonprofit organizations and state agencies.

Qualifications:

- Relevant coursework or experience in conservation, environmental education, history, or public service is beneficial but not required.
- Communication Skills:
    - Ability to communicate effectively with park staff, volunteers, community partners, and the public.
- Interpersonal Skills:
    - Ability to serve collaboratively with people from varied backgrounds and build positive relationships.
- Organizational Skills:
    - Ability to assist with scheduling, coordinating volunteer activities, maintaining records, and tracking volunteer hours.
- Teamwork:
    - Ability to serve independently when appropriate and contribute effectively as part of a team.
- Technology Skills:
    - Basic proficiency with email, word processing, spreadsheets, and digital communication tools.
- 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

- Adaptability:
  - Willingness to support a variety of tasks, events, and volunteer projects across multiple park locations.
- Interest in Conservation and History:
  - Interest in national parks, cultural and natural resource stewardship, trails, and community service.
- Community Engagement:
  - Interest in recruiting volunteers, supporting community partnerships, and promoting public participation in park programs.
- Bi-Lingual:
  - Ability to read, write, and communicate to visitors in Spanish.
- Education:
  - College Bachelor's degree or equivalent; relevant coursework or experience in conservation, environmental education, history, or public service is beneficial but not required.

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:

Flexible Scheduling: Connect with your supervisor to develop a schedule that accommodates your needs while ensuring program goals, volunteer activities, and park responsibilities are met.

Small, Collaborative Team: Gain a behind-the-scenes look at how the National Park Service operates, with opportunities to learn about multiple aspects of park management and contribute meaningfully to the team.

A Delaware Perk: Enjoy Delaware's tax-free shopping while living and serving in the First State.

Regional Professional Development: Take advantage of Delaware's proximity to other national parks, state parks, museums, and cultural institutions to explore new career paths, build professional connections, and expand your knowledge.

Varied Learning Opportunities: Experience a unique blend of history, community engagement, partnerships, and stewardship across the park's multiple units and partner-managed sites.

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.