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: Colonial National Historical Park

1000 Colonial Parkway, Yorktown, VA 23690

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.

Colonial National Historical Park (COLO) preserves two of the most significant places in early American history: Jamestown Island, the site of the first permanent English settlement in North America, and Yorktown Battlefield, where the final major battle of the American Revolution secured American independence. These sites are connected by the scenic 23-mile Colonial Parkway and attract approximately 2.8 million visitors annually from around the world.

The park’s volunteer program offers a wide variety of opportunities for individuals and groups of all ages and abilities to serve alongside National Park Service employees. In FY 2026, the park had a total of 655 volunteers who donated a total of 9,377 hours of service.

COLO is fortunate to be surrounded by communities that are highly engaged in volunteerism and actively participate in an array of volunteer opportunities. The park has strong working relationships with multiple local community organizations and stakeholders who play an active role in our VIP program. Our clean up events and special events attract volunteers from various sources, including military personnel, local businesses, civic groups, youth organizations, scouting groups, and students from elementary school to college. The enthusiastic responses and support we receive from our local community often exceed our expectations.

Description of Duties:

The Community Volunteer Ambassador (CVA) will play a vital role in connecting people to the stories, landscapes, and resources of Colonial National Historical Park. Serving alongside park staff, volunteers, community organizations, schools, and military partners, the CVA will help expand volunteer opportunities, strengthen community partnerships, coordinate service projects, and support some of the park's most exciting events and initiatives.

This position offers hands-on experience in volunteer management, community engagement, event planning, public outreach, and partnership development while serving at one of the nation's most historically significant national parks. The CVA will help recruit and engage volunteers, coordinate service projects, and support major commemorative events as the park prepares for the 250th anniversary of the Surrender at Yorktown in 2031.

From connecting with local military installations and community organizations to supporting special events, living history programs, and 250th commemorations, the CVA will help create meaningful opportunities for people to connect with their national park. This position is ideal for someone who enjoys working with people, building relationships, organizing projects, and making a lasting impact in their community.

Come help preserve history, inspire service, and build the next generation of park stewards.

Responsibilities:

The CVA will play a crucial role in creating a framework for sustainable operations and support. They will be responsible for multiple volunteer program support functions, including:

- Assist with daily operations of the Volunteers-In-Parks(VIP) program.
- Recruit, onboard, train, and recognize volunteers.
- Coordinate National Days of Service, volunteer stewardship projects, and community service events.
- Build and strengthen relationships with community organizations, schools, universities, scouting organizations, and military installations.
- Expand partnerships with the U.S. Coast Guard Training Center Yorktown while developing volunteer engagement opportunities with Army, Air Force, Navy, and other military communities throughout the region.
- Assist with volunteer recruitment and outreach through Volunteer.gov, social media, community events, and targeted communications.
- Support planning and implementation of major park events, including Yorktown Day/Victory Weekend, Jamestown Day, National Park Week and Junior Ranger Day, Independence Day, and 250th commemorative events.
- Assist with strategic planning efforts leading up to the 250th anniversary of the Surrender at Yorktown in 2031.
- Help expand volunteer opportunities across all park divisions, including interpretation, resource management, facilities maintenance, cultural resources, and visitor services.
- Serve with park staff to identify new and recurring volunteer opportunities that build sustainable engagement and increase community participation.
- Assist with planning and implementation of the annual Volunteer Appreciation Event.
- Develop outreach materials, volunteer communications, recruitment resources, and interpretive media to support volunteer engagement and public awareness.
- Support the development of a long-term volunteer program strategy, including recruitment, retention, training, and partnership development.
- Participate in professional development opportunities, including serving with staff across park divisions to gain a broad understanding of National Park Service careers, operations, and management.

Qualifications:

- Strong interest in public service, volunteerism, community engagement, or conservation.
- Ability to serve independently and collaboratively as part of a team.
- Excellent interpersonal and customer service skills.
- Organized,adaptable, and detail-oriented.
- Comfortable serving outdoors in a variety of weather conditions.
- Valid driver's license required.
- Ability to successfully complete a federal background investigation.
- 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 with volunteers, community groups, or public audiences.
- Strong written and verbal communication skills.
- Public speaking or interpretive experience.
- Experience organizing projects, events, or service activities.
- Interest in history, conservation, education, recreation, nonprofit work, or public lands.

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:

As a CVA at Colonial National Historical Park, you will help connect communities to some of America's most important historic places while developing leadership, communication, volunteer management, and partnership-building skills. You will serve directly with park leadership, collaborate across park divisions, and gain valuable professional experience supporting high-profile projects and events. You'll also have a front-row seat to the National Park Service's preparations for the nation's upcoming semiquincentennial commemorations and the Road to 2031.

COLO will provide free housing for the CVA in Williamsburg, Virginia, approximately a 20-minute drive from the duty station. Housing is fully furnished and includes a washer/dryer and free WiFi. The participant will have a private bedroom but will share the living area and bathroom with other interns. Please note: the participant will need to provide their own transportation to and from their residence to their duty station; public transportation is not available.

COLO has a workforce that includes individuals of varying ages, genders, races, cultures, and religions. This is celebrated and actively leveraged to ensure that staff composition reflects the communities we serve.

Colonial National Historical Park is situated in the Virginia Tidewater Region between the James and York Rivers, approximately three hours south of Washington, DC, one hour east of Richmond, and 90 minutes west of Virginia Beach. The nearby cities of Williamsburg, Newport News, Norfolk, and Hampton offer a wide vary of recreational, shopping, and cultural/historical opportunities. The area also features numerous amenities, including colleges and universities, restaurants, theaters, museums, exceptional medical facilities, and vibrant neighborhood business districts, as well as a solid network of parks, community centers, and libraries.

Join us as we prepare for the 250th anniversary of the Surrender at Yorktown in 2031, build meaningful community partnerships, and help connect people to the stories that shaped our nation. If you're passionate about history, service, community engagement, and public lands, we encourage you to apply and become part of the next generation of National Park Service leaders and stewards.

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.