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: Olympic National Park

600 East Park Ave, Port Angeles, Washington 98362

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.

Olympic National Park (OLYM) protects the mountains, forests, and coastline of Washington's Olympic Peninsula. Its varied ecosystems create a spectacular wilderness landscape that has been designated by the United Nations as both a World Heritage Site and an International Biosphere Reserve. The park serves as a living laboratory for scientists and students and offers outstanding opportunities for recreation, exploration, and discovery, attracting millions of visitors each year.

Supporting this work are approximately 500 volunteers who contribute annually across a variety of programs, including visitor services, trail maintenance, wildlife monitoring, resource stewardship, coastal cleanups, and public engagement. Because wilderness stewardship is a priority for Olympic National Park, volunteers play a critical role in helping protect and preserve the park's vast natural and cultural resources.

The Volunteer & Youth Program partners with park staff and community organizations to recruit, support, and recognize volunteers, creating meaningful opportunities for community members to participate in the stewardship and preservation of Olympic National Park while fostering a strong connection between the park and the communities it serves.

Description of Duties:

The Community Volunteer Ambassador (CVA) will support Olympic National Park's Volunteer & Youth Program by assisting with volunteer recruitment, onboarding, service projects, and program administration. The position will help maintain volunteer records, manage volunteer agreements, and support program systems including the volunteer database, SharePoint site, and Volunteer.gov. In addition to providing administrative support, the CVA will serve directly with staff and volunteers on service projects and other volunteer engagement activities. While the primary focus of the position is volunteer program support, the CVA will also assist with occasional youth engagement initiatives that help connect young people to service opportunities in the park.

Responsibilities:

- Participate in and help coordinate volunteer service projects in collaboration with park staff and community partners.
- Assist with maintaining the volunteer database, including updating records, tracking service hours, and ensuring data accuracy
- Prepare and organize volunteer agreements and related documentation for staff review and processing.
- Support volunteer onboarding by assisting participants with required paperwork and connecting them with park supervisors.
- Communicate with volunteers and supervisors regarding service opportunities, volunteer records, service hours, and program needs.
- Assist with volunteer recruitment and community outreach efforts, including managing and posting opportunities through Volunteer.gov.
- Help coordinate volunteer trainings, recognition events, and service award programs.
- Develop outreach materials and program updates for distribution through approved communication channels.
- Support youth stewardship, education, and community engagement activities as needed.

- Gather volunteer feedback and assist in identifying opportunities to improve program processes, participant engagement, and the overall volunteer experience.

Qualifications:

- Demonstrated interest in volunteer service, community engagement, and the stewardship of public lands.
- Ability to balance hands-on fieldwork with administrative and computer-based responsibilities.
- Strong attention to detail and willingness to learn database management, recordkeeping, and document management procedures.
- Ability to communicate effectively and respectfully with individuals from different backgrounds, age groups, and abilities.
- Strong organizational skills, including the ability to manage multiple tasks, follow through on commitments, and seek guidance when needed.
- Commitment to following safety protocols and handling sensitive or personal information responsibly.
- Ability to serve independently and as part of a team while taking initiative to support program needs as time and workload allow.
- Commitment to fostering welcoming and positive interactions with volunteers, coworkers, and the public.
- 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 participating in volunteer programs, community service projects, or community engagement activities.
- Familiarity with spreadsheets, databases, data entry, or records management systems.
- Experience supporting administrative processes, including managing forms, agreements, or other documentation.
- Experience providing customer service and communicating effectively with volunteers, partners, or members of the public.
- Knowledge of Olympic Peninsula communities or an interest in building relationships with local organizations and community members.

- Interest in youth engagement, volunteer program management, resource stewardship, and volunteer recognition.
- Ability to solve problems and navigate complex situations effectively.

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

e**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:

This position provides hands-on experience in volunteer program management while building professional skills in coordination, communication, outreach, and program

administration. The CVA will serve closely with park staff, volunteers, and community partners and gain insight into how volunteer programs support the mission of the National Park Service.

Schedule: The typical schedule is Monday through Friday, with occasional evening and weekend events.

Duty station: The position is based in Port Angeles, Washington.

Travel: A valid driver's license and personal vehicle are required.

Housing: Park housing may be available for candidates relocating to the area. Housing is dormitory-style and includes a shared kitchen, living area, and laundry facilities. Most housing is located within a 10 to 15-minute drive of park headquarters. During the off-season, residents typically have a private room; during the summer season, a shared room may be required. Housing includes heating but does not include air conditioning, television, or internet service.

Additional benefits: Training and professional development opportunities throughout the term. The position may also provide opportunities to visit and learn about other National Park Service sites in Washington State.

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.