



**CONSERVATION  
LEGACY**



## **Community Volunteer Ambassador - Marsh-Billings-Rockefeller National Historical Park/Saint-Gaudens National Historical Park**

**Location:** Woodstock, VT

### **Program 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 local communities.

Community Volunteer Ambassadors (CVAs) support Volunteer-in-Parks programs at National Park Service sites nationwide. This ranges from National Park, National Monuments, National Battlefields, National Historic Sites, National Recreation Areas, and more. The Community Volunteer Ambassador Program was developed to support NPS sites in connecting with their local communities through service and to provide young adults with a professional development opportunity within the National Park Service. CVAs provide capacity for NPS sites to establish community partnerships, develop new volunteer opportunities, and build volunteer program resources.

### **Site Information**

Marsh-Billings-Rockefeller National Historical Park focuses on sharing stories about the evolution of conservation thinking and practice, in America and beyond. Although the site was named for three influential families of the 19th and 20th centuries, our programming reaches beyond the traditional history books, and embraces intersectional narratives about women, Native Americans, immigrants, and people of color who also left their mark. As the only National Park site with an active forestry program, the park manages its 550 acres with concern for both historic landscape integrity and climate change adaptation, creating an opportunity for fruitful and nuanced discussions with visitors about 21st century land management.

Marsh-Billings-Rockefeller NHP has a robust volunteer program that includes four main positions – Trail Ambassadors, Front Desk Volunteers, Historic Core Rovers, and Special Event Volunteers. The park hosts between 20-50 volunteers per year. Almost all of our volunteers work during the open season between May-October. Volunteers are all locals who live off site and work between three and nine hours per week.

### **Position Summary**

If you love planning and promoting community events, working with national park staff and volunteers, and want to bring your energy, great organization skills, and media savvy to celebrating the National Parks in New Hampshire and Vermont, come join our team!

We are looking for an intern with excellent communication skills (verbal and written), service-orientation, attention to detail, and a willingness to get out in the field to set up and break down for large events. During the winter and spring, the position will generally work a Monday through Friday schedule. During this time the CVA will assist with volunteer and intern program planning, event planning, volunteer recruitment and the development of a new citizen science program. During the park's "open season" from June through October, the position will work a Saturday through Wednesday schedule. Working both weekend days is a must during the five-month busy season. The schedule will switch back to a mostly Monday through Friday schedule from November through the end of the internship.



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### Position Responsibilities:

- Supporting the park's Volunteer (VIP) program by recruiting, orienting, and scheduling volunteers to work special events, celebrating and promoting the good work of our volunteers through traditional and social media outlets, and helping to plan a recognition gathering at the end of the season.
- Assisting with the planning, promotion, coordination of volunteers, and execution of community-focused park events at both Marsh-Billings-Rockefeller National Historic Park and Saint-Gaudens National Historic Site.
- Support existing volunteer groups and help develop new groups to support key initiatives and opportunities, including a garden VIP group and an Art-in-the-Park VIP group.
- Support the development of a new citizen science program in collaboration with the education program, natural resources program and Northeast Temperate Network.
- Support the park's youth program and work with summer youth corps and interns.
- Plan and lead special volunteer programs and events for days of Service.

### CVA Minimum Requirements:

- Ability to work independently and self-guided on projects
- Ability to efficiently prioritize tasks
- Ability to communicate clearly and respectfully to people of all ages and backgrounds
- Comfortable working and communicating with Generation X and Baby Boomer aged volunteers.
- Comfortable initiating communication verbally or in writing to recruit, coordinate and communicate with volunteers, community groups, staff, and partners.
- Social media experience
- Positive attitude and constructive member of a team
- Participate in the CVA National Early Service Training in early April 2023
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old at time of service (veterans up to 35 years old)
- High School Diploma/GED
- Pass fingerprint-based FBI, state criminal, and a national sex offender checks.
- Be able to provide proof of a driver's license and complete a MVR check
  - Must be over 21 years old or have had license for at least 3 years to be insured in this position

### Preferred Qualifications

- Public speaking
- Experience working large scale events
- Interest in visitor services and interpretation
- Customer service experience
- Strong interpersonal skills
- Demonstrates initiative and problem solving
- Experience organizing and/or leading a group
- Experience planning, coordinating, and/or assisting with an event.
- Degree in interpretation, education, public lands management, public service, biology, forestry, or a related field.

### 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 \$6,495.00 (pre-tax) upon successful completion of the program



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- Professional development funds
- Networking opportunities within the National Park Service and partnering organizations
- Public Land Corps Hiring Authority
- Week-long in-person training at NPS site with travel/meal expenses covered.

### Additional Information

- MABI is home to a multitude of organizations within the National Park Service – the Northeast Temperate Inventory and Monitoring Network, Rivers and Trails Programs of VT and NH, and the NPS Stewardship Institute. Interns have the opportunity to job shadow these organizations and other departments within the park.
- Interns at MABI are part of a two-park intern cohort that meets once a week in the summer months for training, professional development, and team building.
- The CVA internship will also be part of a regional CVA cohort that will collaborate to share ideas and develop park plans for volunteer recruitment, training, management, and recognition.
- Position benefits from a driver's license and car
- Position requires procurement of housing off site

### How to Apply

Please visit [Community Volunteer Ambassador \(cvainternships.org\)](https://www.nps.gov/cvainternships) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, February 6th, 2023**, and run for 50 weeks until Friday, January 19<sup>th</sup> 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application>. Application form requires a resume, cover letter, professional references.

Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with diverse populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

### Applications Deadline

Please submit your application by **Friday, December 9<sup>th</sup>** to ensure full consideration.

### For Application Questions:

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto: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.*