



**CONSERVATION
LEGACY**



Community Volunteer Ambassador – Salem Maritime National Historic Site

Location: Salem, Massachusetts

Position Details:

Stewards Individual Placements, a program of Conservation Legacy, 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 communities.

Salem Maritime NHS is earnestly striving towards a shift from being a place where VIPs are primarily retained to a place where new and/or more diverse members of the community begin to see the park unit is place for them to contribute, make a true difference in what matters to them and the park, and that is a space where partnerships flourish. Outreach will focus on youth recruitment as well.

The individual selected as the park's CVA would expand current volunteer opportunities at the park, while also working to identify and develop some of our new challenges leading to new potential volunteer jobs. This would include collaborating with park staff to identify the needs of each group of park volunteers for example climate change and then creating promotional materials (both print and digital) to communicate open volunteer opportunities with the local community.

In addition to promoting existing volunteer opportunities, the CVA will collaborate with park staff to identify new projects for volunteers. A major aspect of this work will be recruiting volunteers for specialty events (including the Salem Merry-time Festival and October in Salem) and organizing special days of service (including National Public Lands Day). The CVA will work with organized groups (including scouting and business groups) to coordinate one-off volunteer days.

Site Description:

Established on March 17, 1938 as the first National Historic Site in the United States, Salem Maritime National Historic Site consists of nine acres of land and twelve historic structures along the Salem waterfront, as well as a downtown visitor center. Located in the urban setting of Salem, the park preserves and interprets over 600 years of New England's maritime history and global connections. The park staff have been and continue to work diligently to increase the communities we serve and include in programming. Most recently, the park staff received an Excellence in Education Award for the Northeast Region based on the successes of the Hard History Project. This project explores the links between Salem's economic and social fabric and the history of slavery in the broader Atlantic world are extensive. Salem Maritime's education program focuses on bringing this history to light.

This position is located at the Salem Armory Regional Visitor Center in Salem, MA and will be an opportunity to develop career skills in a very diverse and fast-paced environment. The CVA will be encouraged to develop and explore creative interdisciplinary ways to accomplish their workplan and project goals with all Visitor Experience and Community Engagement (VECE) staff as well as time with the Resources, Facilities and Maintenance, and Administrative teams, and the opportunity to shadow the park superintendent - all of these team members have vast experience developing youth and have worked with other youth internship programs at the sites. The hands-on experience working in all facets of the park will expose the CVA to broader park operations and create an understanding of employee collaboration in order to be successful. VECE plans to host two additional 12-week interns May - August from other National Park Service programs.



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Volunteers-in-Parks (VIPs) play an important role in the success of park programming and operations at Salem Maritime National Historic Site. A large group of skilled volunteers meets twice a week to help with maintenance and special projects on the FRIENDSHIP OF SALEM, a replica wooden trade ship. The ship VIPs co-lead the interpretive efforts often May - Oct and engage with an average of 30,000 visitors on board the vessel annually on weekends. At the visitor center, there is an average of up to 296,000 visitors per year.

Park volunteers also serve the public in many other ways. Volunteer members of our Visitor Experience and Community Engagement workgroup help greet visitors and plan their experience at the Salem Armory Regional Visitor Center, while other volunteers provide informal and formal interpretive programs along the historic waterfront in Salem.

Other weekly volunteers provide specialized behind-the-scenes help. Curatorial volunteers help maintain the park's collections and library.

In addition to weekly volunteers, there are also connections with groups for special event volunteering opportunities. Youth group volunteering programs, such as clean-up days, happen throughout the spring and summer. Other volunteers make a point to work at the Visitor Center during the busy October season.

Salem Maritime NHS has also worked with Scouts earning their Gold Award, Eagle Scout Award, Resource Stewardship Scout Ranger and the National Park Service Girl/Boy Scout Ranger Awards as another way to connect with youth volunteerism in Salem, MA. The CVA would work with park staff to continue promoting these award programs and advocate for the recently revised Junior Ranger program.

Position Responsibilities:

- Prepare and conduct programming and materials related to climate change.
- Co-develop VIP training.
- Work with park partners on outreach and program content.
- Develop and coordinate streamlined and consistent processes for both park units VIP program.
- Outreach to the Salem and Saugus communities to recruit new VIPs.
- Develop park programming for in-person and online visitors.
- Serve as team member of event planning.
- Collaborate with North Shore Community Development Youth Build program in Salem, MA.
- Engage with all park program staff to develop position descriptions of core VIP needs.
- Write a Volunteer Sustainability Plan as a summary of key tasks accomplished, partner successes or failures (and what made them so) and ask for key recommendations to implement with existing staff to improve our VIP program. Included as an appendix would be any position descriptions created, how to run a recognition event, and lists of existing organizations with contact information.

CVA Minimum Requirements:

- Proven ability to work independently.
- Receives feedback and direction from supervisor positively and incorporates it into future performance.
- Reliable, dependable, dedicated, friendly demeanor, outgoing, assertive.
- Works as a team member.
- Basic computer skills in Microsoft Word, Microsoft Excel, and Microsoft Teams.
- Ability to draft content for Facebook, Instagram and Twitter.
- Promotes Diversity, Equity, Inclusion and Accessibility in the workplace.
- Ability to manage tasks and meet deadlines.
- Communicates simple and difficult topics in a timely manner with supervisor.



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- Participate in the CVA National Early Service Training in late March/early April 2024 (date TBD)
- 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:

- Some college credits or coursework in any of the following: Interpretation, Outdoor recreation, Communications, Conservation, Natural Resources.
- Ability to present programming with confidence.
- Ability to learn new content quickly.
- Ability to speak and write in Spanish.

Additional Information:

Weekly schedule is Wednesday through Sunday, 8:30am to 5:00pm with occasional schedule shifts based on special event and programming.

No park housing.

Being an Eastern Massachusetts site, there is additional opportunities to coordinate with other NPS sites and US Fish and Wildlife Service.

Benefits:

- CVA will receive a weekly stipend of **\$600**
- CVA will receive an additional \$150/week in housing allowance.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,895.00 (pre-tax) upon successful completion of the program
- \$1,200 in professional development funds for training, networking, conferences, and/or travel.
- 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.

How to Apply

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

The CVA position will start on **Monday, January 22nd, 2024**, and run for 48 weeks until Friday, December 20th, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2024>. 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.



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Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early November. Final deadline is **Sunday, December 10th, 2023.**

For Application Questions:

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

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, 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 a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.