



**CONSERVATION  
LEGACY**



**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

## **Community Volunteer Ambassador – Rocky Mountain National Park**

**Location: Estes Park, CO**

### **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.

The CVA's role will be to support the volunteer program in current projects and develop new programs to support the volunteers of Rocky!

### **Site Description**

Rocky Mountain National Park is a beautiful wonder that host the Continental Divide and the headwaters of the Colorado River! The Volunteer program is one of the larger programs out west. It works out of a small open concept office in Estes Park.

The Rocky Volunteer Program is hosted over 600 volunteers, of which over 400 are reoccurring, holding on average three service descriptions per volunteer. This robust program is working hard to be on the cutting edge of the work we do.

### **Position Responsibilities:**

- Support our park's transition to and use of Volunteer.gov to manage volunteer paperwork and timekeeping. This includes working with volunteers of all ages, backgrounds, and varying digital literacy to complete their annual volunteer paperwork.
- Work with park staff to record, edit, and upload videos into the park's YouTube Training Library utilized by the volunteers.
- Assist Volunteer Program staff in developing social media content that will highlight the service of our volunteers.
- Work with the park's Safety Officer to develop standard Job Hazard Analyses that will be used for volunteers.
- Lead out group volunteer events that support staff and national volunteer days. Develop creative ways to match interested volunteers with other local volunteer opportunities.

### **CVA Minimum Requirements:**

- Friendly with a customer service focus.
- Great writing, organization skills, and an eye for detail.
- Willing to step up when needed.
- Working with people from all backgrounds.
- Social media experience, web page design would be helpful.
- Experience with YouTube and video creation.
- Participate in the CVA National Early Service Training in late November 2024 (date TBD)
- Be a U.S. citizen or lawful permanent resident.



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- 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:

- Must have transportation
- Enjoy small towns and long winters
- Working with diverse audiences in creative ways

### Additional Information:

Provided housing within a 10-minute walk from the work site. Weekend work and long days.

### Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- 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 \(cva.legacy.org\)](https://cva.legacy.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, September 9, 2024**, and run for 48 weeks until Friday, August 8, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-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.

### Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Sunday, July 7, 2024**.

### For Application Questions:

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto:jgasaway@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*



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*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.*