



## Community Volunteer Ambassador – Mount Rushmore National Memorial

Length:	Term of positions is 50 weeks; full-time 40 hrs/wk
Location:	Keystone, SD
Compensation:	\$500/week living allowance
Start Date:	September 11, 2023
Application Review:	Applications will be reviewed on a rolling basis with first review beginning on June 5th. Application deadline is Friday, July 21 <sup>st</sup> .
Position Title	Community Volunteer Ambassador

### Position 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 communities.

The Community Volunteer Ambassador will assist the Volunteer Manager in overhauling and rebooting the volunteer program at Mount Rushmore National Memorial. This includes implementation of the recommendations from a Volunteer Program Needs Assessment Tool, and assisting the Volunteer Program Manager with the development of recruitment materials and baseline documentation. The Community Volunteer Ambassador will gain experience in program administration, recruitment, and interdisciplinary team development.

The working environment will be in an office setting and involve coordination across multiple teams and disciplines. The pace will be active during the summer, with time to focus on professional development and individual tasks during the winter.

### Site Description:

Mount Rushmore National Memorial is one of the most iconic units of the National Park Service. The sculpture is recognized around the world. The site does not currently have an active volunteer program. The Volunteer Program Manager is within the Interpretation and Education Program, although all programs in the park have an interest and desire to expand their volunteer ranks. The Community Volunteer Ambassador will play a key role in developing this capacity and recruiting for the Summer 2024 season at the direction of the Volunteer Program Manager.

### Position Responsibilities:

- Address issues identified in the Volunteer Program Assessment;
- Assist Volunteer Program Manager in development of baseline documentation for Volunteer-in-Parks Program;
- Work on an interdisciplinary team maximize volunteer effectiveness and recruitment;
- Collaborate with partner organizations to strengthen and diversify recruitment efforts;
- Develop recruitment materials for local and national distribution via volunteer.gov.



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### CVA Minimum Requirements:

- Collaboration and team-building skills;
- Familiarity with working in a dynamic and active office environment;
- Familiarity with Microsoft Office tools and applications;
- Participate in the CVA National Early Service Training in early November 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:

- Experience working across disciplines and with people of varying backgrounds;
- Program Management or Program Administration skills;
- Experience coordinating complex projects in a team environment.

### Additional Information:

- Personal vehicle is strongly recommended due to location of the park.
- Opportunities to develop skills in administration, public affairs, interpretation & education, and team development.

### Benefits:

- CVA will receive a weekly stipend of **\$500**
- Housing 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
- 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.

### 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, September 11th, 2023**, and run for 50 weeks until Friday, August 23<sup>rd</sup>, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/sept-23-cva-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

Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Friday, July 21<sup>st</sup>, 2023**.



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**For Application Questions:**

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