



**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-2025-fall-co> Application form requires a resume, cover letter, professional references.

**Position Title:** Community Volunteer Ambassador, Hot Springs National Park - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 369 Central Ave, Hot Springs, AR 71910

**Application Timeline:** Preference given to applicants that submit application by **June 13, 2025**

**Terms of Service:**

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

**Purpose:**

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 emerging leaders to assist park units in building lasting connections to communities.

Hot Springs National Park (HOSP) is the second smallest park at 5,500 acres nestled in the Ouachita Mountains, but the oldest federally protected area in the US established in 1832. Though small and urban, it attracts over 2 million visitors annually with a variety of natural and cultural activities for visitors to appreciate. It is full of light and dark stories that have built the framework that has become the National Park Service that we know today. The community of Hot Springs has grown with the park and plays a very important role in the protection and enjoyment of this special place.

HOSP has a rich history of dedicated and passionate volunteer involvement. The park's volunteer program consists of five main categories: Interpretation and Visitor Services, Campground Hosts, Natural and Cultural Resources, Maintenance, and Artists-in-Residence. During the school year, the Natural Resource Management division manages 10-15 student volunteers from a local high school who perform research and volunteer activities in the park throughout the semester. Additionally, each year, a robust cohort of volunteers assist with various special events such as National Public Lands Day trash clean ups, invasive species removals, BioBlitz, and the Thermal Springs Festival. The Fordyce Visitor Center & Museum has 15 reoccurring volunteers who assist at the information desk,

roving the museum, roving historic bathhouse row, and information programs.

This position will play a key role in helping the park's volunteer coordinator plan and facilitate various volunteer events and programs for all relevant divisions in the park. There is ample opportunity for growth in community engagement and volunteerism in our park through stewardship and visitor services. We continue to build relationships with prioritized community groups who have traditionally been underserved in our park through community programs. The position will have ample opportunities for cross-training and development amongst the divisions.

**Description of Duties:**

- Work closely with the volunteer coordinator to plan and facilitate special volunteer events
- Work collaboratively across park divisions to facilitate division-specific events
- Assist with administration tasks of the park's volunteer program, including recruitment of new volunteers and bolstering community volunteer communication strategies
- Represent the park and the volunteer program at community events throughout the year
- Maintain communications with state and national agencies
- Develop and coordinate event outreach plan
- Assist in the creation of event schedules
- Assist with planning and execution of an annual volunteer appreciation event
- Assist with set up and break down of all events
- Work collaboratively with the volunteer coordinator and park leaders to prioritize volunteer projects throughout the year
- Work collaboratively with park staff and division leaders to organize volunteer trainings
- Assist in the development of park-wide events: National Public Lands Day, Junior Ranger Day, Bark Ranger Day, Water Festival, MLK Jr. Day of Service
- Assist in the preparation of marketing and press materials for the VIP program and events
- Assist biological science technician with volunteer stewardship programs
- Assist volunteer coordinator in collaborating with community group specialty programs

**Qualifications:**

- Self motivated
- Strong work ethic
- Enthusiastic & outgoing
- Great interpersonal skills
- Ability to work collaboratively with a team in a dynamic environment
- Passionate about community engagement
- Effective communication
- Empathy
- 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 veteran, 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 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:**

- Bilingual (Spanish)
- Experience planning events
- Experience engaging diverse audiences
- Strong organizational skills
- Effective time management
- Public Speaking
- Customer service
- Bachelor of Science/Art in history, communications, or biology, etc. a plus

**Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.*

**Time Requirements:**

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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 skills.
- Year-long continuum of learning supporting professional development
- \$1,200 in Professional Development Funds

**Additional Position and Community Information**

This position is a unique opportunity for the right applicant to work at the crossroads of many fields within the National Park Service. While the position is housed in the Interpretation Division, we will be working closely all year long with Cultural Resources, Natural Resources, Maintenance, Administration, Volunteers, and Outreach. It is an opportunity to exercise many interests to help

understand better what direction to take one's career.

The position requires schedule flexibility, as many volunteer events will be held on the weekends. The applicant might be asked to work holidays and evenings, depending on what is needed and planned.

Hot Springs National Park is located within the City of Hot Springs. In addition to the opportunities offered within the park, there are many recreational opportunities within 30 minutes of town. Hiking, boating, biking, swimming, museums, and art galleries are all available in and around Hot Springs.

Housing in town is affordable, and ranges from long term to short term rentals, furnished or unfurnished. Park staff will help to find local housing for the selected candidate. Many neighborhoods are within a 15-minute commute time by car. Grocery stores are abundant throughout Hot Springs. It is not required but highly encouraged that the candidate has a personal vehicle as public transportation is not efficient.

#### **Benefits:**

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)
- \$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.

#### **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.

#### **How to Apply**

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

The CVA position will start on **Monday, September 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-2025-fall-co>. 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 different populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

**Application Timeline:** Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

**For Application Questions:**

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