



# PRESIDENT'S PARK/WHITE HOUSE VISITOR CENTER

WASHINGTON, DC

## STEWARDS INDIVIDUAL PLACEMENTS

---

Stewards Individual Placements provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. Stewards, in partnership with the National Park Service, are seeking an intern to serve as Community Volunteer Ambassador.

## POSITION DETAILS

---

- Length: position is 50 weeks, 40 hours/week
- Start Date: Monday, February 7th 2022
- Living Allowance: Baseline allowance of \$500/week\*
- AmeriCorps Award: \$6,345 (pre-tax)
- Application Due Date: **01/07/2022**, or Until Filled
- Members will attend a week-long, nationwide, National Early Service Training
- Members will receive Public Land Corps Hiring Authority upon completion

## ABOUT THE SITE

---

The president of the United States lives in a national park. Every president except George Washington has called the White House and its surrounding grounds his place of work, rest, and solitude. Recognizable around the world, the White House stands as a symbol of democracy. The White House and its park grounds serve not only as the seat of the executive branch of government of the United States of America, but also as an iconic place for civil discourse.

## POSITION SUMMARY

---

The Community Volunteer Ambassador (CVA) provides support to the Volunteer and Youth Program Coordinator with administrative duties, interpretation and education programs and coordination of special events and programs. This is a fast-paced environment that requires the CVA to quickly adapt and work on multiple projects.

## POSITION RESPONSIBILITIES

---

- Develop a volunteer recruitment plan
- Work with Special Event Volunteer Team to manage Special Event volunteers and assist in the planning of special events
- Work to edit the Adopt-A-Park program and recruit volunteers for the program
- Assist team in the planning, implementing and evaluating youth and volunteer programs
- Create a tool kit for other division's volunteer recruitment
- Create a marketing plan to bring on volunteers from diverse backgrounds
- Develop tools to communicate with volunteers including press releases, newsletters, etc.
- Help develop training for new volunteers and staff
- Research organizations to create relationships for future volunteers at President's Park
- Help facilitate projects at President's Park that connect to the different divisions

## MINIMUM QUALIFICATIONS

- Have volunteered with an organization within the last 5 years at least 10 hours
- Be willing to occasionally work weekends and odd hours
- Have a positive, can-do attitude and the ability to work under pressure
- Understand and support the mission of the program and the National Park Service
- Have an interest in assisting volunteers and interns from diverse backgrounds, being courteous, professional, patient and respectful at all times
- Strong communication skills and command of the English language
- Education: High School diploma/GED required
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old (35 years old if you are a veteran)
- Be willing and able to commit to a year of full-time work
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- It is very likely that all participants will be required to be fully vaccinated to serve in the 2022 CVA Program. At a minimum participants will be required to get tested weekly if they are not vaccinated. Dates for implementing these requirements are not yet determined, but we expect that compliance will be necessary by the end of 2021.

## PREFERRED QUALIFICATIONS

- Experience working with diverse groups of people from various backgrounds
- Strong computer skills including Microsoft Teams, Google Slides, and PowerPoint
- Experience speaking publicly and in front of medium to large crowds
- Excellent time management and professionalism Local candidates preferred
- Be willing to drive

## HOUSING

Park housing is not available.

\*If site is unable to provide housing at no cost, up to \$65/week may be allocated to support rent.

## HOW TO APPLY

Apply online [HERE](#). In addition to your resume, please submit a one page cover letter highlighting why you are interested in this position and how your background and experience will help you succeed in this position.

*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.*

