



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, Chiricahua National Monument - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 12856 E Rhyolite Rd., Willcox, AZ 85643

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.

Chiricahua National Monument

Located in southeastern Arizona, Chiricahua National Monument protects a striking landscape of towering rhyolite rock formations, formed by an ancient volcanic eruption and shaped by millions of years of erosion. Known as a "Wonderland of Rocks," the monument features scenic drives, over 17 miles of hiking trails, and diverse ecosystems ranging from desert grasslands to pine-oak forests. The area is also home to a wide variety of wildlife, including coatimundis, black bears, and over 200 species of birds, making it a favorite destination for hikers, birdwatchers, and nature enthusiasts.

Volunteer Program

Each year, around 20 dedicated volunteers contribute nearly 8,000 hours to support the mission of Chiricahua National Monument. Volunteers serve in key roles including campground hosts, visitor center assistants, and trail rovers. They welcome and orient visitors, answer questions, provide information on park features and trails, support retail and cash register operations, and assist with the daily functioning

of the visitor center. Volunteers also help operate hiker shuttles, rove trails to engage with visitors, and offer interpretive programs such as bird watching walks—enhancing the overall visitor experience through education and hospitality.

CVA Position Summary

The Community Volunteer Ambassador (CVA) will play a key role in supporting and expanding the volunteer program at Chiricahua National Monument. Responsibilities include assisting with daily volunteer coordination, recruitment, and training; developing specialized volunteer roles; and launching new engagement initiatives like a volunteer mentor program, seasonal campaigns, and microvolunteering opportunities. The CVA will also help establish a local artist-in-residence program and collaborate on regional tourism efforts. They will have opportunities to shadow staff across all three Southeastern Arizona park units—Chiricahua (CHIR), Fort Bowie (FOBO), and Coronado (CORO)—and participate in cross-divisional projects that build versatile skills in interpretation, resource management, and administration. As their experience grows, the CVA will lead interpretive programs and represent the park at community events, gaining valuable public outreach and leadership skills.

Description of Duties:

- Coordinate with leadership and program managers to identify meaningful volunteer opportunities across park operations.
- Develop a strategic recruitment plan for local, position-based, seasonal, and year-round volunteers.
- Support the development of volunteer uniform standards and ensure consistent onboarding procedures.
- Help build and strengthen partnerships with affiliated Tribal Nations, local communities, and other stakeholders through volunteer engagement.
- Assist in creating position descriptions, Job Hazard Analyses (JHAs), and necessary paperwork for volunteer roles.
- Develop and refine training materials and onboarding processes for new volunteers, interns, and safety ambassadors.
- Promote and uphold volunteer safety by ensuring risk management practices and policies are consistently applied.
- Collaborate with park leadership and the Safety Officer to incorporate risk assessment findings into ongoing safety initiatives and volunteer program improvements.
- Assist with volunteer recruitment efforts, including managing Volunteer.gov postings, application processing, and community outreach.
- Plan and coordinate single-day service events to increase community engagement, build volunteer program capacity, and diversify volunteer participation.
- Recruit for projects via:
 - Volunteer email distribution lists
 - Social media and website posts
 - Volunteer.gov
- Collaborate with the rangers to develop content for the park's social media accounts.
- Serve as a point of contact for volunteers, providing support, mentorship, and assistance as needed.
- Mentor and support interns, seasonal staff, and new volunteers, fostering leadership skills and professional development opportunities.

- Support the transition and maintenance of Volunteer.gov integration, including hours tracking, reporting, and volunteer data management.
- Participate in professional development opportunities, including training sessions, regional networking, and inter-park collaborations.
- Receive mentorship from an experienced site supervisor in volunteer program management, interpretation, and event coordination.
- Receive training in areas of interest and lead projects related to professional development.
- Participate in meetings, park safety committee meetings, and professional development opportunities, including NPS Youth and Volunteer calls and VIP Community of Practice sessions.
- Assist the primary supervisor in:
 - Preparing recruitment documents (e.g., volunteer service descriptions, agreements, and risk assessments)
 - Managing correspondence through the volunteer program email account
 - Answering program office calls
 - Supporting volunteer supervisors with interviewing and selecting volunteers
- Document best practices, workflows, and outreach strategies to ensure continuity and long-term program success.
- Help create lasting resources, such as templates and best practices, for future volunteer program needs and annual commemorations.

Qualifications:

- **Work Ethic and Attitude**
 - Strong interest in public service, volunteer program management, community engagement, and/or historic preservation
 - Ability to work both independently and collaboratively within a team setting
 - Excellent organizational and time-management skills
 - Outgoing, friendly, and approachable demeanor
 - Proactive and solution-oriented mindset
- **Communication Skills**
 - Strong interpersonal and communication skills (both verbal and written)
 - Comfort with public speaking and engaging with diverse audiences, including children, families, community groups, and veterans
 - Willingness to participate in public outreach during events and daily park operations
- **Technical and Office Skills**
 - Basic computer proficiency required; experience with Microsoft Office Suite and social media platforms preferred
 - Office skills such as printing, making copies, scanning, digitizing, filing, and compiling papers
 - Willingness to learn new tools and software as needed
- **Scheduling and Work Environment**
 - Ability to work weekends and holidays
 - Flexibility to work in both office and outdoor settings
 - Willingness to participate in community service days and guide special visits
- **Physical Requirements**
 - Ability to perform light physical tasks, such as walking trails or carrying materials
 - Valid driver's license and access to a reliable personal vehicle preferred
- **Additional Desired Qualities**

- Passion for community engagement and environmental conservation
- Understanding of park policies and regulations
- Awareness of the Volunteers-In-Parks (VIP) program and its policies
- Strong event planning and coordination skills
- • Must pass a background check required for access to National Park Service systems
- 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:

- Bachelor's degree in relevant field, or equivalent combination of education and experience
- Strong public speaking skills and confidence engaging with diverse audiences
- Demonstrated project management ability and attention to detail
- Proficiency using social media platforms for outreach and communication
- Knowledge of risk management principles and safety practices
- Experience working with diverse communities and cultural sensitivity
- Demonstrated commitment to conservation and public lands stewardship
- Experience with interpretive programming or educational outreach

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

Chiricahua National Monument offers a unique opportunity for Community Volunteer Ambassadors (CVAs) seeking an immersive experience in a remote and ecologically significant setting. Located approximately 45 minutes from Willcox, Arizona, and 100 miles from Tucson, the monument is nestled within a striking sky island landscape known for its dramatic rock formations, rich biodiversity, and deep cultural history. Due to its isolated location and lack of public transportation, applicants must have their own reliable vehicle for commuting and personal use.

The nearby town of Willcox is a birding hotspot, particularly famous for hosting tens of thousands of Sandhill Cranes that migrate to the area each winter—a spectacular natural event that draws wildlife enthusiasts from across the country. The sky islands surrounding Chiricahua are also home to an incredible variety of wildlife, including species rarely seen elsewhere in the United States, such as the white-nosed coati, ringtail cat, and the colorful and elusive Gila monster.

Park housing is provided in a dormitory-style, three-bedroom furnished home. The CVA will have a private bedroom with an attached half-bath. Common areas include a shared living room, kitchen, and bathroom with shower facilities. Additional amenities include central air conditioning, laundry facilities (exclusive to residents), and Wi-Fi access. Cell service is limited in the area, so most staff rely on Wi-Fi calling. Public Wi-Fi is also available at the nearby visitor center.

The CVA will play an integral role in daily operations by supporting the park's volunteer program and fostering a safe, inclusive, and team-oriented environment for volunteers and staff. The CVA will work primarily at the visitor center, just a short walk from the housing, and will be part of a residential community that includes seasonal staff, volunteers, and permanent employees.

This position is well-suited for someone who enjoys both independent and collaborative work, appreciates completing small- and large-scale projects, manages their time effectively, and is driven to produce high quality results with limited supervision. The CVA will have the opportunity to take initiative, contribute creative ideas, and see projects through from planning to completion—skills that are highly valued in this dynamic and supportive park environment.

This position also offers exciting opportunities to participate in and help coordinate special programming, such as the park's popular night sky programs and Faraway Ranch lantern tours. These unique interpretive experiences allow the CVA to highlight the monument's natural wonders and historical significance in engaging and memorable ways.

The CVA should be prepared to work weekends and holidays, as these are peak visitation periods essential to park operations. The combination of close-knit community, meaningful service, and awe-inspiring surroundings makes Chiricahua a truly rewarding and memorable place to live and work.

The surrounding area offers exceptional opportunities for both professional development and outdoor recreation. CVAs may collaborate with nearby national and state parks on joint programming and volunteer initiatives. On days off, historic towns like Bisbee and Tombstone are within driving distance and provide fascinating glimpses into the Old West's mining and frontier history. The region's rich cultural heritage and stunning natural landscapes make Chiricahua an ideal placement for those passionate about environmental conservation and historical preservation.

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 \(cvainternships.org\)](https://cvainternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, September 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

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.