PLEASE NOTE: All applications must be submitted through this link - https://form.jotform.com/StewardsIPP/cva-member-application-2027

Position Title: Community Volunteer Ambassador – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: The White House and President's Park

White House Visitor Center, 1450 Pennsylvanian Ave NW, Washington, D.C. 20004

Terms of Service:

- **Start Date: 2/22/2027**
- **End Date: 2/4/2028**
- **AmeriCorps Slot Classification: 1700 Hours (50 Weeks)**

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. 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.

Volunteers are essential to the success and daily operations at The White House & President's Park (WHHO), supporting the mission to preserve and protect the nation's natural and cultural resources. Volunteers also allow us to accomplish more than we could normally and provides volunteers with unique opportunities to contribute to the important work being done.

The White House & President's Park in 2026, had over 2,866 volunteers that gave over 13 thousand hours to support special events on the White House grounds, educational and youth programs, maintenance initiatives, and visitor services at the White House Visitor Center, while also building relationships between each other and park visitors. VIPs at this park combine history, storytelling, and tradition to engage people from around the world with the cultural and natural resources. We have bid special events that we recruit volunteers for; we have recently had a large ranger turn over but we have volunteers who have been here more than 15 years.

Description of Duties:

The Community Volunteer Ambassador (CVA) at White House and President's Park will support the growth and development of the park's Volunteers-In-Parks (VIP) program through volunteer recruitment, training, engagement, and program coordination. The CVA will serve closely with park staff, volunteers, youth, and community partners to expand volunteer opportunities, support major special events, and strengthen the park's volunteer resources. This position offers hands-on experience in volunteer management, community outreach, project planning, and public engagement at a unique National Park Service site.

Responsibilities:

- Recruit volunteers and develop strategies to expand participation in the park's volunteer program.
- Create and manage volunteer opportunities in Volunteer.gov, including developing position descriptions and Job Hazard Analyses (JHAs).
- Assist with volunteer onboarding, training, and orientation for new volunteers and staff.
- Collaborate with the Special Event Volunteer Team to recruit, coordinate, and manage volunteers for major park events.
- Take a leadership role in planning special events, using the Incident Command System (ICS).
- Recruit volunteers for maintenance projects, including finding volunteers that are willing to adopt an area of the park.
- Develop volunteer communications, including newsletters, social media posts, website updates, and other outreach materials.
- Research and build relationships with local schools, community organizations, and other potential volunteer partners.
- Track volunteer participation and service hours and maintain accurate program records.
- Assist with purchasing supplies, tools, and other materials needed for volunteer activities.
- Help develop volunteer recognition initiatives, including a volunteer awards system.

- Participate in required training, including EEO, Conflict Resolution, De-Escalation, Audience-Centered Experience (ACE), wellness, and volunteer management courses.
- Assist with maintaining the President's Park Volunteer email inbox and responding to prospective volunteers.
- CVA will contribute independently and collaboratively on teams with park staff, volunteers, and interns across program areas while taking on increasing leadership on, project-planning responsibilities, and coordination responsibilities.
- Standard 40-hour schedule (Mon–Fri, 8:00 a.m.–4:00 p.m.), serving weekends or evening shifts during special events and occasional Saturday volunteer activities.
- CVA will receive a work journal and self-care journal for documenting progress, reflection, and learning.
- Biweekly check-ins with supervisor to discuss project needs, challenges, and growth opportunities.

Qualifications:

- Have volunteered within the last 5 years at least 10 hours.
- Be willing and able to commit to a year of full-time service.
- Be willing to occasionally serve weekends and special event hours.
- Have a positive, can-do attitude and the ability to serve under pressure.
- Understand and support the mission of the National Park Service and the volunteer program.
- Have an interest in assisting volunteers and interns from varied backgrounds, being courteous, professional, patient, and respectful always.
- Strong communication skills and command of the English language.
- Proficiency with Microsoft Office applications, including Excel and PowerPoint, Microsoft Teams, and Google Slides.
- Participate in the CVA National Early Service Training in April 2027
- Provide proof of a valid driver's license.Must be over 21 years old or have had license for at least 3 years to be insured in this position
- 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 veterans, 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 elementary or 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

- Experience working with varied groups of people from differing backgrounds.

- Familiarity with social media platforms and creating digital content.
- Experience with graphic design, photo editing, or multimedia software, such as Adobe Creative Cloud, Lightroom, or Photoshop.
- Experience speaking publicly and in front of medium to large crowds
- Excellent time management and professionalism
- Ability to operate a 15-passenger van, subject to training and authorization.
- Local knowledge of Washington, D.C., and the surrounding region.
- Experience working with youth, particularly middle and high school students.
- Ability to serve with others

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work 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. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to Vanessa Morrison at vmorrison@conservationlegacy.org

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break 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 schools.
- Year-long Continuum of Learning supporting participant professional development.
- $750.00 in Professional Development Funds for travel and training.

Additional Position and Community Information:

The park's location offers convenient access to public transportation, museums, cultural institutions, and other regional parks. The White House and President's Park is located in Washington, DC, close to Virgina and Maryland (known collectively as the DMV). There are numerous grocery stores, restaurants, coffee shops, and cafes. CVAs can spend their days off by hiking, biking, and visiting other National Parks. There are many festivals that celebrate different cultures, people, and history, as well as theaters and concert venues. Also, since many National Parks are so close in this region, the CVA will have a chance to meet other CVAs and interns in the area. Some of the CVA's and Interns in the past have hung out with rangers and volunteers.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week (if housing is not provided)
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 10 Days Personal Leave, 10 Days Sick Leave

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.

Program Contact Information:

Please contact James Gasaway at the contact information below with any questions.

Stewards Contact information: James Gasaway, 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.