



**CONSERVATION
LEGACY**



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

Community Volunteer Ambassador – Perry’s Victory and International Peace Memorial

Location: Put-in-Bay, OH

Position Details:

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 a diverse group of emerging leaders to assist park units in building lasting connections to communities.

Perry's Victory and International Peace Memorial is assessing their current volunteer needs and will incorporate the CVA in the creation of the new framework, strategic goals, and overall aspects for the volunteer program. All projects the CVA will accomplish will support Perry's Victory and International Peace Memorial volunteer program in establishing long lasting procedures and best practices to create new and expand volunteer engagement in the local community.

Site Description

Perry's Victory and International Peace Memorial was established to honor those who fought, died, and wounded in the Battle of Lake Erie, during the War of 1812. The park visitor center and monument are open from Mid-May to Mid-October. The memorial consists of a 352-foot-high column on South Bass Island in Lake Erie surrounded by 25 acres of landscaped grounds. The monument stands as a reminder not only of the events of the War of 1812, but also as a symbol of international peace between the United Kingdom, Canada, and the United States. The memorial was built by a nine-state commission with matching federal funds between 1912 and 1915. On July 6th, 1936, Congress declared the National Park Service to preserve and manage the memorial.

The park's current volunteer program is small scale operation of special event volunteers with some reoccurring volunteers. The park wants to spread engagement into the local community on island and mainland to recruit a diverse range of individuals and reach existing and potentially new communities unknown to the park. The park is looking to recruit, onboard, and train reoccurring volunteers into daily operations within the park.

Position Responsibilities:

- Learn and understand overall park operations and historic weapons demonstrations
- Create and establish a strong foundation with the secondary supervisor for the volunteer program at the park by analyzing the existing program to realign the needs of the program to current park goals and objectives
- Collaborate with the secondary supervisor to help the park create a new recruitment, onboarding process, and training recruitment
- Assist the secondary supervisor to ensure all projects, service projects, and event and individual volunteers are aligning with the work identified to assure the capacity of work fits into their current workload
- Engage the local community by attending community events such as farmers markets, career fairs, and local events aligned with park goals
- Incorporate volunteer.gov further into the park volunteer program to track hours and volunteer agreements
- Assist the park with recruitment, onboarding, and training of new volunteers

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CVA Minimum Requirements:

- Adaptable, Self-Motivated, Goal-oriented, Dependable, Proactive, Diligent
- Willingness to learn
- Ability to work independently on tasks after being trained
- Demonstrates respect towards people of all ages and backgrounds
- Ability to collaborate interdivisional and cross-functionally is essential to this role as you will be communicating with department leaders, volunteer supervisors, and park stakeholders
- Fast learner with new systems and have demonstrable skills with Microsoft Word, spreadsheets, and presentations
- Participate in the CVA National Early Service Training in March 2025 (date TBD)
- 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:

- Previous experience in customer service and engaging the general public
- Previous volunteer program experience in non-profit or government organization
- Local applicants to Ottawa County, Erie County, Sandusky County, Huron County, Lucas County, Seneca County, Wood County, Lorain County
- College degree in a related field (Environmental education, Parks and resource management, History, Public history, Anthropology, Ethnographic interviewing, Cultural and Heritage Resource Management, Communication, Conservation, Geography, Geology, Wildlife biology, Ecology, Biology, etc.)

Additional Information:

- Work schedule will require weekends when in season and some evenings
- Remote work during non-ferry running months: January, February, March, and December
- Driver's License and personal vehicle are required
- Ferry Transportation paid by the park (determined by chosen applicant specific needs)

Housing

Shared housing is provided at no cost for the CVA during in season months April to November. The house is located within the park, which is a short distance, about 1 minute walk (150ft) from the office. The furnished house is a four bedroom, two full bathrooms with central air and heat. The CVA will have their own furnished bedroom with twin bed (bedding and sheets are not provided), nightstand, dresser, and closet. with shared living spaces including bathroom (two employees per one bathroom), kitchen, living room, sunroom, and laundry room with full size washer and dryer. The shared kitchen has a stove, two full size refrigerators, a dishwasher, a microwave, plates, bowls, silverware, cups, pots, and pans.

Local community information

South Bass Island is one of 26 that makes up the archipelago in western Lake Erie between the northern Ohio and southern Ontario coasts. The island is about three miles from Catawba Point, and fourteen miles from Port Clinton, Ohio. The park is located in the Village of Put-in-Bay, Ohio, USA. Put-in-Bay, Ohio has two grocery stores, one gas station, many different restaurants, and other businesses, including a gym, light house, Stone Lab, and a state park. The Island Hardware and Food Market is a 7-minute walk (0.3miles) and the Island General Store is a 8-minute walk (0.4miles) from the house. Ferries (in season,



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March to December) operate from Catawba Point, Port Clinton, and Sandusky, Ohio. There are two airlines that service the island year-round (weather permitting) and operate from Port Clinton, Sandusky, and Toledo, Ohio.

Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$7,395.00 (pre-tax) upon successful completion of the program
- \$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.

How to Apply

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

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

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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 November. Final deadline is **Sunday, December 8, 2024.**

For Application Questions:

Please contact James Gasaway, Program Director at jgasaway@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.