



National Community Volunteer Ambassador Leader (Winter 2025 Cohort) Position Description

Position Details:

Stewards Individual Placements 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.

The National CVA Leader (Winter Cohort) supports other members at host sites and sets a good example for all CVAs by being professional in their work. They also speak up for the interest of CVAs in volunteer programs. Working with National Park Service staff and partner organizations, the CVA Leader helps plan and carry out activities that support CVAs and the Volunteers-In-Parks (VIP) Program. They report directly to the Volunteer Partnerships Coordinator in the NPS Directorate of Interpretation, Education, and Volunteers, headquartered in Washington, DC. CVA Leaders will spend 40% of their time on CVA program activities (~2 days per week) and 60% of time on VIP program activities (~3 days per week).

The Community Volunteer Ambassador program seeks interested applicants who have prior National Service (such as AmeriCorps, AmeriCorps NCCC, AmeriCorps VISTA, and Peace Corps) and/or conservation corps or government experience and who have demonstrated leadership and facilitation skills. Applicants must be between the ages of 18 and 30 years old (up to 35 years old for veterans); be a U.S. citizen, U.S. national or lawful permanent resident alien; and have a valid U.S. driver's license. Preference is given to applicants with at least one prior year of experience in the CVA Program. The position will be offered as fully remote, with minimal travel required.

Position Responsibilities will include:

CVA program:

- Serve in a leadership role coordinating with Conservation Legacy and other program leads to support and plan resources, regular meetings, peer-to-peer connection, and opportunities for all CVAs;
- Support onboarding of CVAs and development of National Early Service Training within first 3 months of service, a time-intensive process requiring collaboration and planning with staff across both Conservation Legacy and NPS;
- Support Conservation Legacy and NPS through CVA Site Application Process
- Coordinate with the National CVA Leader from other cohorts and staff on relevant projects, such as creating standard operating procedures (SOP) and resources for the CVA program.
- Works on current projects within the CVA program, including supporting the CVA Climate Cohort program consisting of up to 10 CVAs involved with climate resiliency projects and helping manage the new CVA Alumni Council.
- Partner with Conservation Legacy in the development of national trainings and content creation for the Continuum of Learning and CVA competency areas through webinars and other offerings;
- Motivate, direct, and connect members to development opportunities and support services;
- Promote an equitable and inclusive workspace and program by participating in Cultural Humility Trainings, making sure all voices are heard throughout the program, and making suggestions for more inclusive and equitable programming;



Volunteers-In-Parks program:

- Support the Servicewide Volunteers-In-Parks Program in completing projects impacting the nationwide program, building standard operating procedures (SOP) and training resources, and coordinating the ongoing work of the Volunteers-In-Parks program;
- Conducts communication by supporting social media accounts, internal and external websites, and coordinating activities including preparing and presenting emails and newsletters, subject-specific presentations, and articles and reports;
- Serve as a project manager to coordinate agency guidance and resources to national days of service events such as National Trails Day, National Public Lands Day, Martin Luther King Jr. Day, and National Volunteer Week, as well as national volunteer projects such as the Excellence in Volunteerism Awards, significant commemorations or anniversaries, and annual reporting;
- Participate in regularly scheduled regional and national meetings/calls, representing NPS, VIP, and CVA

CVA Leader Minimum Requirements:

- Make a full-time, 50-week commitment, with the ability to start in January 2025
- Participate in the CVA National Early Service Training in March 2025 (exact dates TBD)
- Willing to plan occasional travel to important events and potential site visits such as Washington, DC
- Serve with diverse groups of people and manage conflicts
- Strong written and verbal communication skills
- The ability to work independently as well as on a team
- Strong organizational skills
- Submit proof of a Drivers License and undergo a Federal Background Check, upon selection
- US Citizen, or Lawful Permanent Resident Alien of the United States

Preferred Qualifications:

- Experience serving in the Community Volunteer Ambassador Program (preference for graduates of program within the past 3 years)
 - Former CVAs who have served one or two years are eligible to serve an additional term as a CVA Leader.
- Experience managing projects and following through on assigned tasks
- Experience in an office setting, particularly one in federal government
- Experience in or ability to telework / work virtually
- Bachelor's degree preferred, but can be substituted for relevant experience
- Experience with Microsoft Office Suite (Word, Excel, Teams, etc.)

Benefits

- National CVA leader will receive one of the following options for compensation, based on their AmeriCorps eligibility:
 - If eligible for AmeriCorps
 - **\$700/week living allowance and \$150/week Additional Benefit (if AmeriCorps), plus \$7,395.00 AmeriCorps Education Award upon completion of service.**
 - If not eligible for AmeriCorps based on past number of terms:
 - **\$18/hour wage and \$150/week Additional Benefit.**
- Limited health care/childcare benefits
 - Eligibility timeline varies between AmeriCorps living allowance (on first day) versus hourly wage (March 1st).
- CVA Leader will be exposed to a variety of NPS staff and operations, and will gain valuable leadership, project management, communications, and administrative experience.



CONSERVATION LEGACY



- Professional development funds equaling **\$3,500** will be allocated toward appropriate professional development opportunities throughout your service.
- Networking opportunities within the National Park Service and partnering organizations
- Attendance and leadership role at National Early Service Training (location TBD).

The National CVA Leader position will start no later than **January 6, 2025** and run for 50 weeks.

How to Apply

Applicants will need to submit an application here: <https://form.jotform.com/StewardsIPP/winter-2025-cva-leader-application> and attach a detailed resume and cover letter addressed to Jim Miculka, NPS Volunteer Partnerships Coordinator, highlighting why you are interested in this position and how your background and experience will help you succeed.

Applications Deadline

Please submit your application by **Friday, November 1** to ensure full consideration.

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.