



**CONSERVATION
LEGACY**



Community Volunteer Ambassador – Weir Farm National Historical Park

Location: Wilton, Connecticut

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.

The CVA will be a key part of the Weir Farm volunteer management team, and be responsible for community engagement events, coordinating service days, building partnerships with local organizations to contribute volunteer service, planning and leading programs and special events, social media outreach, and expanding the capacity beyond the day-to-day management of the volunteer program.

The CVA will support volunteer recruitment, training, scheduling, recognition, and program management. The CVA will coordinate group service projects with underserved youth, veterans, and other groups of diverse backgrounds and abilities. The CVA will plan and lead service activities for national days of service, including National Public Lands Day and National Trails Day. The CVA will also implement an outreach plan focused on community engagement and youth audiences that includes social media, website, and community event participation.

The CVA will be trained in visitor service and interpretation, and have the opportunity to provide programs to K-12 youth, seniors, groups, and general visitors. Additionally, based on the interests and skills of the CVA, projects and professional development opportunities will be identified to enhance the park's offerings and the CVA's experience. The CVA will have a proactive role in connecting people across a diverse spectrum geographically, socio-economically, and of different ages.

Site Description

Weir Farm National Historical Park, the only National Park Service site dedicated to American painting, is one of the nation's finest remaining landscapes of American art. The 68-acre park includes the historic Weir House, Weir and Young Studios, barns, gardens, and Weir Pond. The park offers an abundance of exciting, fun programs to the public, including art workshops, wellness programs like Yoga in the Garden, and special tours. The park is located in Wilton and Ridgefield, Connecticut, approximately 60 miles north of New York City and 50 miles west of Hartford. Additional information about Weir Farm can be found on the park's website: <http://www.nps.gov/wefa>

Weir Farm has a well-established volunteer program with about 80 regular volunteers that work in visitor services or natural resource management. In recent years, the program has grown to include service learning groups and public volunteer service days.

Position Responsibilities:

- Collaborate with the park's Volunteer Coordinator to expand the Volunteers-in-Parks program, including recruitment, onboarding, training, mentoring, scheduling, and recognizing volunteers and assisting with administrative duties such as tracking hours and managing paperwork/files.
- Organize and lead volunteer service days, for the general public and opportunity communities, with a particular focus on youth and veteran groups
- Participate in public outreach programs and update the park's Outreach Strategy

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- Lead public programs including tours of the Weir House, service projects, youth programs, and curriculum-based education activities
- Contribute to Art in the Park programs including art workshops and maintaining art supplies
- Complete an engagement project based on skills, interests, and needs – i.e. a web-based tour, publication, plan, or other project that is focused on engaging new audiences either at the park, in the community, or virtually online
- Work collaboratively with curatorial, facilities, and natural resource divisions to plan volunteer and community events

CVA Minimum Requirements:

- Outgoing, friendly attitude
- Comfortable with public speaking in front of groups of volunteers
- Basic computer and office skills (Word, Excel, PowerPoint, phones, filing, etc.)
- Ability to work with diverse audiences
- Ability to work independently or in a group
- Willingness to work outdoors and in variable temperatures
- Ability to multi-task and prioritize
- Participate in the CVA National Early Service Training in late March/early April 2024 (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:

- Experience working with youth, volunteers, or diverse audiences, such as at a summer camp, park, or museum
- Experience in a leadership role during service learning or natural resource projects
- Experience coordinating or planning events
- Experience mentoring/leading/training volunteers or staff in any setting
- An educational background in public history, education, museum studies, art history, natural resource management, or program management

Additional Information:

The typical schedule is Wednesday through Sunday from 8:30 am to 5:00 pm. Weekend and holiday work is required, and occasionally days off are switched to accommodate training opportunities and operational needs. This position will work Monday to Friday December through March, then switch to a Wednesday to Sunday schedule with Monday/Tuesday off from April through November during the park's operating season.

A valid driver's license is required. The CVA must be able to drive themselves to work daily, as there is no public transportation to the park, and no park housing. Additionally, the CVA will be driving government vehicles on a regular basis for on-duty travel.

This position will participate in off-site enrichment such as visiting local museums and historic sites during staff training days, as well as be offered developmental opportunities within the park. They will visit other national park sites and have to opportunity to connect with other NPS employees. The park hosts



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developmental opportunities including resume and career workshops and special trainings throughout the year. Weir Farm NHP fosters a very inclusive work environment with a high functioning team of park volunteers, interns, and employees of which the intern will be a valued member. Depending on their interests and career goals, intern will be provided a comprehensive training and enrichment plan that includes working cross-divisionally to gain skills and experience in a variety of fields including natural resources, facilities management, curatorial, and visitor services.

Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,895.00 (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 \(cvainternships.org\)](https://www.nps.gov/cvainternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, January 22nd, 2024**, and run for 48 weeks until Friday, December 20th, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2024>. 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 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 10th, 2023**.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@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.