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: Cumberland Gap National Historical Park

91 Bartlett Park Road, Middlesboro, KY 37870

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.

Located where Kentucky, Tennessee, and Virginia meet, Cumberland Gap National Historical Park encompasses more than 24,000 acres, including 85 miles of hiking trails, 14,000 acres of proposed wilderness, front country and backcountry camping opportunities, and lush forests and mountains. Cumberland Gap has played an important role in travel, trade, warfare, and migration for centuries. Its rich history reflects the presence and influence of bison, Shawnee and Cherokee peoples, European explorers,

long hunters, pioneers, enslaved people, Civil War soldiers, Appalachian settlers, coal miners, and motorists.

The park engages local, youth, and resident volunteers in a variety of activities. Volunteer opportunities include assisting with cave tours, presenting formal interpretive programs, supporting visitor center operations, maintaining trails, assisting with campground operations, participating in living history programs, providing visitor assistance at Pinnacle Overlook, and supporting other park programs and activities.

Description of Duties:

The incumbent will serve alongside the Volunteer Coordinator to grow and strengthen the park's volunteer program and community partnerships. They will collaborate with local organizations and recruit volunteers for the annual cleanup event. Additionally, the incumbent will engage with the local community to build a more consistent and broad volunteer base by developing rack cards, conducting in-person community outreach, and using Volunteer.gov and other social media platforms to expand and enhance volunteer participation. The incumbent will also assist the Volunteer Coordinator in transitioning the park's volunteer program to Volunteer.gov by helping volunteers register, complete required paperwork, enter and track volunteer hours, maintain accurate records, and navigate the system through training, troubleshooting, and the development of instructional materials.

Responsibilities:

- Represent the park at community programs, career fairs, festivals, and other events.
- Reach out to and engage with underserved and rural communities.
- Create a volunteer recruitment rack card for distribution at community centers and other locations throughout the local community.
- Serve with the Volunteer Coordinator to transition the park's volunteer program to Volunteer.gov as the primary system for managing volunteer recruitment, onboarding, information, and documentation.
- Assist existing and new volunteers with registering, completing required paperwork, entering and tracking volunteer hours, and maintaining accurate records.
- Provide basic training and troubleshooting support, develop instructional materials, and help identify and address challenges to ensure a sustainable transition.
- Collaborate with the Volunteer Coordinator to develop an off-site outreach presentation that can be delivered at schools, community organizations, and partner meetings to promote the park's volunteer program.
- Engage with the local community, particularly in Middlesboro, Kentucky, through in-person outreach at civic events, libraries, and local gatherings to connect

directly with potential volunteers.
- Serve with partners to plan and coordinate an annual volunteer cleanup event.
- Help reestablish connections with Lincoln Memorial University (LMU), including its Wilderness Medical Club and History Department.
- Coordinatoe with the Friends Group team to establish a Friends group.
- Develop creative outreach strategies, including targeted social media campaigns, to raise awareness of volunteer opportunities.
- Lead or co-facilitate training sessions, assist with volunteer onboarding, and introduce volunteers to park policies, safety procedures, and visitor engagement strategies.
- Help manage the park's volunteer program by conducting outreach in local communities and online, recruiting new volunteers, tracking and reporting volunteer hours and contributions, and creating opportunities to recognize and appreciate volunteers.
- Assist with managing and posting volunteer opportunities on Volunteer.gov to ensure accuracy, visibility, and consistency.
- Perform other duties as assigned, which may include assisting with media relations, developing a Bark Ranger program, providing backup support for visitor center operations, and creating social media content.

Qualifications:

- Possess a valid driver's license and the ability to operate motor vehicles.
- Demonstrate an outgoing and friendly attitude.
- Demonstrate the ability to make everyone feel welcome, regardless of
- race, color, religion, sex, sexual orientation, national origin, age, disability, economic status, family medical history, parental status, marital status, or political affiliation.
- Serve effectively both independently and as part of a team.
- Demonstrate initiative and creativity in developing effective ideas and methods to accomplish goals.
- Represent the park in a professional and courteous manner.
- 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 with public speaking.
- Skill using computers and software including Word, Excel, and PowerPoint.
- Skills in verbal and written communication.
- Experience working with and effectively engaging youth.

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:

Cumberland Gap National Historical Park can provide housing at a cost to the tenant.

The tenant will receive a monthly bill for collection. The current housing rate is $432.59. CUGA's housing policy does not discriminate and accommodates individuals regardless of sexual orientation or accessibility needs.

Housing is located within the park, near the headquarters building, picnic tables, a wooded trail, and a picturesque creek. The accommodation is shared with up to two other park employees or interns, each of whom has a private bedroom. The furnished house is a three-bedroom residence with central heating and air conditioning. The park pays for utilities, including electricity, water, and sewer service.

The CVA will have a private bedroom furnished with a twin bed, nightstand, writing desk, dresser, and closet. The CVA will share a furnished living room, bathroom, and kitchen/dining area with their roommate(s). The residence is equipped with a stove, microwave, dishwasher, refrigerator, washer, and dryer. Some cookware and utensils left by previous tenants may be available, although the items provided will vary by residence. Wi-Fi is provided by the park for an additional $20.83 per month, which is included in the total monthly housing cost.

The housing is approximately one mile from the park's main visitor center, where the CVA will serve. The CVA will need their own transportation to access local grocery stores and other amenities. The nearest stores are approximately two miles away in Middlesboro, Kentucky. Middlesboro offers banks, grocery stores (including Kroger, Walmart, and Food City), restaurants, gas stations, a hospital, other businesses, and a public library.

The park offers 85 miles of hiking trails, with additional trails available in surrounding communities. The nearest major airport is in Knoxville, Tennessee, approximately 90 minutes away, where additional amenities and services are also available.

In addition to its outdoor recreation opportunities, Cumberland Gap National Historical Park showcases a rich historical narrative encompassing early settlement, Native American history, African American heritage, and significant events of the early 20th century. This position also offers a flexible work schedule and opportunities to support a variety of park events, including weekend programs.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week
- 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.