



Community Volunteer Ambassador – Ste. Genevieve National Historical Park

Location: Ste. Genevieve, MO

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 local communities.

The Community Volunteer Ambassador (CVA) at Ste. Genevieve National Historical Park will work under the mentorship of the Interpretation staff to enhance volunteerism, community outreach, interpretation, education, and local youth involvement.

Site Description:

Located in scenic Southeastern Missouri, Ste. Genevieve National Historical Park is the second newest NPS site in the nation. The park was established in 2020 to preserve and interpret the history of the oldest permanent European settlement in present-day Missouri. Visitors may tour original vertical log buildings and discover the rich history and diversity of those who lived in the community during the Colonial and Early American periods. The park is open daily from 9 a.m. to 5 p.m. but closed on Thanksgiving, December 25, and New Year's Day. All programs at the park, including house tours, are free and open to the public.

As a new unit of the National Park Service, Ste. Genevieve National Historic Site's volunteer program is still in its development stage. Thus far, the park has hosted youth volunteers for community service events, as well as intermittent front-line volunteers. In the near future, the park plans to expand its VIP program by recruiting new and diverse volunteers for the divisions of interpretation, facilities, and cultural resources.

Position Responsibilities:

The CVA will be responsible for developing sustainable tools for managing a new VIP program for the park. These tools/projects will include:

- VIP Handbook – Handbook will include orientation information, historical overview, volunteer expectations such as uniforms and conduct, a VIP bill of rights defining what the VIP should expect from the park, standard operating procedures, space for notes, frequently asked questions, information about volunteering for the NPS, and safety/wellness information.
- Position Descriptions – Intern will identify VIP program needs and draft VIP position descriptions. They will work closely with their supervisor to review and update PDs according to NPS policies.
- Recruiting – CVA intern will contribute VIP program content and promotional materials to the park website and the park's Facebook and Instagram platforms. They will create a community asset map to identify and pursue new avenues for VIP recruitment, with an emphasis on recruiting diverse candidates.
- VIP Onboarding and Training Plan – CVA intern will create a plan for how to onboard and train volunteers across the board, and specialized plans based on specific position needs. The intern will also facilitate some aspects of VIP training.
- VIP Event Lead – The CVA will help coordinate and lead single-day VIP service events.
- Develop a B.A.R.K. Ranger Program – Ste. Genevieve NHP is situated in a very dog-friendly community in which a B.A.R.K. Ranger program would help increase positive relations with its

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neighbors. Another goal of the B.A.R.K. Ranger program is to increase visibility and awareness of volunteer opportunities at STGE.

- Additional Administrative Tasks – The intern will track VIP statistics, assist with sorting and reviewing VIP applications, and assist with interviewing prospective VIP candidates.

CVA Minimum Requirements:

- Participate in the CVA National Early Service Training in fall/winter 2022/2023
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old at time of service (veterans up to 35 years old)
- Ability to work independently and as part of a small team
- Ability to work with many different types of people and personalities as well as differently abled populations
- Outgoing, and friendly. The CVA will be the face of the park when meeting new and existing partners. They will also represent the park in meeting with these partners as well in recruiting volunteers.
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- US Citizen, or Lawful Permanent Resident Alien of the United States

Preferred Qualifications:

- Currently working on or have obtained at least a 2-year, or more advanced degree in any related fields such as history, education, communications, resource management, or any other related fields
- Ideal applicant will have an outgoing and affable personality
- Leadership skills and experience
- Lives within commuting distance from the park and has knowledge of local communities
- Possesses social media skills. Park platforms include Facebook and Instagram
- Has youth mentorship experience
- Strong verbal and written communications skills
- Self-motivated and creative thinker
- Able to maintain poise and courtesy under pressure while demonstrating a professional demeanor
- Comfortable with public speaking
- Some experience with historical interpretation

Additional Information:

The CVA at Ste. Genevieve NHP would be positioned to explore different career paths including federal service, non-profit organizations, and state government careers. STGE's proximity and working relationship with nearby NPS sites will provide the intern with opportunities to shadow and collaborate with CVAs and staff at those sites. This experience will offer insight into operations and VIP programs at parks of various sizes and stages of development and provide additional networking opportunities.

On and offsite training opportunities such as First Aid, CPR, Facilitated Dialogue, ACE interpretation, and VIP Supervisor training may be offered. The CVA will be encouraged to further develop special skills based on their interests and preferred career path.

Our staff can share their knowledge in areas such as historic preservation, 21st-century interpretive methods, communications, graphic design, interpretive media, and more.



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Benefits:

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,345.00 (pre-tax) upon successful completion of the program
- Professional development funds
- Networking opportunities within the National Park Service and partnering organizations
- Public Land Corps Hiring Authority

How to Apply

The CVA position will start on **Monday, September 12th, 2022**, and run for 50 weeks until Friday, August 25th 2023. Applicants will need to apply here: [CVA Member Application 2022-2023 \(September Cohort\) \(jotform.com\)](#) and attach a cover.

Please ensure your cover letter addresses the specific requirements and position details for this park. You may submit one application for multiple positions by selecting all sites and attaching the necessary cover letters.

Applications Deadline

Please submit your application by Friday, July 15th to ensure full consideration.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@conservationlegacy.org

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