

**Community Volunteer Ambassador – National Mall and Memorial Parks**

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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Length:             | Term of positions is 50 weeks; full-time 40 hrs/wk                                                                                                |
| Location:           | Washington, D.C.                                                                                                                                  |
| Compensation:       | \$565/week living allowance                                                                                                                       |
| Start Date:         | September 11, 2023                                                                                                                                |
| Application Review: | Applications will be reviewed on a rolling basis with first review beginning on June 5th. Application deadline is Friday, July 21 <sup>st</sup> . |
| Position Title      | Community Volunteer Ambassador                                                                                                                    |

**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 Mall Community Volunteer Ambassador position consists of a variety of duties that focus on engaging local community members and visitors to the park. Primary duties include leading and executing group volunteer projects at memorial sites and staffing a visitor center.

Selectee will also be responsible for assisting the volunteer program in engaging visitors and assisting with educational programming. Other duties may include administrative responsibilities, maintaining brochure/map stock, monitoring visitation, and reporting safety and security concerns.

**Site Description:**

The National Mall is an urban park that engages millions of visitors each year through its iconic monuments and memorials. With over 1,000 acres of greenspace, it is a popular destination for recreation among cyclists, volleyball players, and anglers amongst others.

The Volunteer Program at National Mall and Memorial Parks offers great variety through location. Managed by a combination of staff from the National Park Service and the Trust for the National Mall, volunteers staff visitor information kiosks, provide roving interpretation, take on administrative duties, and complete general park maintenance as needed. The volunteer program also completes numerous group volunteer projects each year consisting of painting, mulching, and upkeep at different memorials.

**Position Responsibilities:**

- Work closely with National Mall and Memorial Parks (NAMA) and various community partners including but not limited to the Trust for the National Mall, US Park Police, and the Vietnam Veterans Memorial Fund.
- Learn basic tour and interpretation for various sites
- Provide visitor services
- Promote community events through digital marketing



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- Local community outreach and youth engagement
- Basic records management

### **CVA Minimum Requirements:**

- Organized and outgoing personality
- Be willing to occasionally work weekends and odd hours
- Understand and support the mission of the program and the National Park Service
- Have a positive, can-do attitude and the ability to work under pressure
- Be willing and able to commit to a year of full-time work
- Be willing to occasionally work weekends and odd hours
- Participate in the CVA National Early Service Training in early November 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)
- 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:**

- Strong communication skills and command of the English language
- Experience working with diverse groups of people from various backgrounds
- Strong computer skills including Microsoft Teams, Google Slides, and PowerPoint
- Experience speaking publicly and in front of medium to large crowds
- Excellent time management and professionalism
- Local candidates preferred

### **Additional Information:**

- Schedule includes weekends
- Alternative work schedule negotiable

### **Benefits:**

- CVA will receive a weekly stipend of **\$565**
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,495.00 (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
- Week-long in-person training at NPS site with travel/meal expenses covered.

### **How to Apply**

Please visit [Community Volunteer Ambassador \(cvainternships.org\)](https://form.jotform.com/StewardsIPP/sept-23-cva-application) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, September 11th, 2023**, and run for 50 weeks until Friday, August 23<sup>rd</sup>, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/sept-23-cva-application>. Application form requires a resume, cover letter, professional references.

Please ensure your cover letter addresses how your experience aligns with the CVA program, your

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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 June. Final deadline is **Friday, July 21<sup>st</sup>, 2023**.

### **For Application Questions:**

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto: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.*