



## Regional Community Volunteer Ambassador Leader (Winter 2024 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 youth perspectives and advocacy with National Park Service resources to assist park units in building connections to local communities through volunteerism. CVAs are placed at individual park units across the country, and work as a cohort to improve existing or develop new volunteer service opportunities. The CVA Lead plays an important role in the development and cohesion of this emerging group of conservation leaders by providing engagement, support, guidance, and training to CVAs in the field.

The Regional CVA Leader demonstrates experience and leadership as they provide peer-like support to members at host sites within their region and is an advocate for CVA interests in volunteer program operations. Working closely with Regional NPS staff and partnering organizations, the Regional CVA Leader is assigned project work that assists with the development and implementation of structured programming and training activities related to CVA operations and support of the Volunteers-In-Parks program, both in their region and service-wide. The Regional CVA Leader models professionalism and reports directly to the Regional Coordinator within their region.

The Community Volunteer Ambassador program seeks interested applicants who have prior CVA Program, 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-year prior experience in the CVA Program.

The position will be offered either remotely or for a blend of in-person and telework; candidate preference will be discussed at interview. Regional CVA Leaders may be required to reside within the region they are supporting.

For the National Capital Region, the Regional CVA Leader should live within commuting distance to the Washington, DC area (including surrounding communities in Virginia and Maryland).

For the Southeast Region, the Regional CVA Leader will be expected to live within the region. This includes Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Louisiana, Florida, Puerto Rico, and the U.S. Virgin Islands.

### Position Responsibilities will include:

The Regional CVA Leader is responsible for providing support to parks throughout the region, their role will expand the capacity of the regional office to take on more projects in a shorter time, as well as address more park needs, including, but not limited to, volunteer program assessments, building opportunities for collaboration between regional park sites, and forming shared resources between parks

- Facilitate, convene, and be a peer resource for CVAs within the region and build a broad coalition of support to facilitate shared systems, best practices, and training;
- Coordinate with the Washington Support Office (WASO) CVA Leader to support and plan resources, trainings, and opportunities for all CVAs;
- Serves as a liaison helping to collect feedback and document trends happening in the field;



- Support internal and external communication projects as needed, and communication activities including preparing and presenting subject-specific presentations and reports;
- Motivate, direct, and connect members to professional development opportunities and support services
- Participate in regularly scheduled regional and national meetings/calls; model and represent NPS, VIP, and CVA, as necessary
- Actively support Conservation Legacy in the development of national trainings and content creation for the Continuum of Learning and CVA competency areas
- Promote an equitable and inclusive workspace and program by participating in Cultural Humility Trainings, making sure all voices are being heard throughout the program, and making suggestions for more inclusive programming
- Collaborate with the Washington Support Office (WASO) CVA Leader, and other Regional CVA Leaders on a regular basis, sharing best practices, important NPS and Conservation Legacy specific information, and member support resources
- Support NPS staff in enforcing NPS policies and regulations within your region
- Play a leadership role in planning and facilitate the National Early Service Training and other CVA trainings throughout the year (locations TBD)

### **CVA Leader Minimum Requirements:**

- Participate in the CVA National Early Service Training in late March/early April 2024 (dates TBD)
- Must be willing to plan occasional safe travel to important events and potential site visits
- Make a full-time, 50-week commitment with the ability to start on January 22, 2024
- 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 Driver's License and undergo Federal Background Check, upon selection
- US Citizen, or Lawful Permanent Resident Alien of the United States
- Must possess a valid Social Security Card and Driver's License

### **Preferred Qualifications:**

- Experience serving in the Community Volunteer Ambassador Program
  - Former CVAs who have served two years in the CVA program are eligible to serve a third term in a CVA Leader role.
- Experience in an office setting, particularly one in federal government
- Experience with project management and following through on assigned tasks
- Bachelor's degree preferred, but can be substituted for relevant experience

### **Benefits**

- Regional CVA leader will have two options for their compensation package:
  - If eligible for AmeriCorps
    - **\$700/week living allowance and \$150/week housing allowance (if AmeriCorps), plus \$6,895.00 AmeriCorps Education Award upon completion of service.**
  - If not eligible for AmeriCorps based on past number of terms:
    - **\$18/hour wage and \$150/week housing allowance.**
- Limited health care/childcare benefits
  - Eligibility timeline varies between AmeriCorps living allowance (on first day) versus hourly wage (April 1<sup>st</sup>).



## CONSERVATION LEGACY



- CVA Leader will be exposed to a variety of NPS staff and operations, and will gain valuable management, leadership, and administrative experience.
- 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 position will be offered either remotely or for a blend of in-person and telework.

### **How to Apply**

The Regional CVA Leader position will start in early January, no later than January 22nd, 2024 and run for 50 weeks.

Applicants will need to submit an application here:

[https://form.jotform.com/StewardsIPP/CVAL\\_Application](https://form.jotform.com/StewardsIPP/CVAL_Application) and attach a detailed resume and cover letter addressed to Shari Orr, Servicewide Volunteers-In-Parks Program Manager, highlighting why you are interested in this position and how your background and experience will help you succeed.

Interested applicants will submit one application for WASO and regional CVA Leader openings. Applicant preference and position of best fit will be discussed at the time of the interview.

### **Applications Deadline**

Please submit your application by Friday, October 27th to ensure full consideration.

### **For Application Questions:**

Please contact Geoff Elliot, Stewards 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.*