



**CONSERVATION
LEGACY**



PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> Application form requires a resume, cover letter, professional references.

Community Volunteer Ambassador – First Ladies National Historic Site

Location: Canton, OH

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 CVAs position is designed to work closely with their supervisor and will be expected to be a contributing member of our volunteer management team. The CVA will work collaboratively with park staff and partners and will work closely with the volunteer coordinator and volunteer supervisors in planning how the park can best use volunteers and help the program continue to grow both in size and in presence. Weekly meetings are held amongst the IEVS staff to access the weeks schedule of events, facilitate conversation and collaboration about projects, and to provide new interpretive training opportunities amongst the division. These are in addition to an all NPS Staff meetings, monthly partner meetings, and digital communication opportunities. If the CVA desires, they will have the option to work together with NPS staff and volunteers in learning the operations of the Education Center as well as interpretation principles and how they are applied to the Saxton House Tours. This would serve solely as a professional development opportunity for the CVA to see what the experience is like for visitors to the site, to get a taste for the different types of divisional work within the NPS, and can provide the opportunity for feedback and a new perspective to NPS staff and Volunteers based on the CVAs work with the community. The same could also be applied to other divisions such as Maintenance or the work of our non- profit partner if there is an interest on the CVA's part.

Site Description

Designated as a unit of the National Park Service in 2000 First Ladies National Historic Site is dedicated to preserve, interpret, and honor the role and history of First Ladies for the benefit, inspiration, and education of the people of the United States, and to provide global public access to information about how the accomplishments of Americas' First Ladies shaped our nation's history. First Ladies National Historic Site consists of two historic buildings: the Visitor Center and the Saxton House. The Visitor Center houses a museum with three floors of rotating exhibits as well a documentary film. It also is the home of the sites non-profit partner the National First Ladies Library and Museum. The Saxton House is the ancestral home of Ida Saxton McKinley, but also served as the home of her and President McKinley for over 20 years. The National First Ladies' Library completely restored the house in the late 1990s, making it one of the unique homes preserved for telling the story of first ladies. Created in 2022, the Volunteer In Parks Program at First Ladies National Historic Site consists of a little over a dozen Volunteers dedicated to both the visitor experience and the interpretation of the site. The sites volunteers help to not only serve the public and share the lives and legacies of our First Ladies, but also represent the site and the National Park Service in our local Canton community.



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Position Responsibilities:

- Aid in the recruitment, training, and coordination of volunteers within the volunteer program at FILA
- Aid in the updating of VIP program training materials
- Aid in the updating of VIP position descriptions and JHA's
- Aid in the creation of promotional materials
- Aid in the recognition opportunities for volunteers
- Aid in the recording of volunteer numbers and hours
- Research recruitment opportunities for new volunteers
- Research community engagement opportunities for the site
- Spend time leading and/or working alongside staff in local Canton community engagement events
- Provide or participate in recruitment events for the volunteer program

CVA Minimum Requirements:

- Someone with an interest in History, Political Science, Parks and Recreations, Women's/Gender Studies or Museum Studies.
- Participate in the CVA National Early Service Training in March 2025 (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:

- Comfort with both electronic or interpersonal communication skills
- Ability to work with others in collaborative work environment.
- Ability to be outgoing and work with the public
- Good public speaking skills and passion for helping others.

Additional Information:

The CVA should expect to work 40-hour weeks that could include the occasional evening. Weekly schedule is Tuesday-Saturday, to reflect the operation hours of the park and align with the schedule of the IEVS division. In the winter season (November -April) there will be the potential for telework one day a week (Wednesdays).

Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$7,395.00 (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 \(cva.iers.org\)](https://cva.iers.org) to review "Member Positions" by region



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and find instructions on how to apply.

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

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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 8, 2024**.

For Application Questions:

Please contact James Gasaway, Program Director at jgasaway@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.