



**CONSERVATION
LEGACY**



Community Volunteer Ambassador – Muir Woods National Monument

Location: Mill Valley, CA

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 position at Muir Woods National Monument and their supervisor(s) will work in close collaboration on a daily basis, virtually and in person. Together we will enhance their work plan, assign projects and create their weekly schedule. We strive to foster a supportive environment of open communication and collaboration, where creativity, personal growth, and development of new ideas is encouraged. The CVA will have adequate space and creative time to develop and complete projects, as well as collaborate with other programs and fellow interns. They will work alongside their supervisors, other NPS staff, park partners, interns, and volunteers in the field helping to facilitate the volunteer programs for the Marin Headlands and Muir Woods. They will help work on replying to volunteer inquiries, onboarding volunteers with the proper service agreements and paperwork, and helping facilitate onsite orientation to new volunteers and interns throughout their time.

The CVA will have a balance of field and office time. They will have a variety of physical workspaces to meet the needs of their daily projects. Their primary office will be a telework space set up in their residence hall. Secondary office in Marin Headlands located in historic Fort Cronkhite, both just a few buildings down from their residence, overlooking Rodeo Beach. They will have their own desk, computer, filing and storage cabinets as well as an Intern Binder that has been developed by previous CVA's and interns to easily transition the CVA to their work site and projects.

Site Description:

Muir Woods National Monument is made up of the last old growth Coast Redwood forest in the San Francisco Bay Area. It is a part of Golden Gate National Recreation Area (GGNRA), park NPS name GOGA. GGNRA is the largest urban national park in the country.

At Muir Woods, the park gets over 1.5 million visitors a year. GGNRA is the 3rd most visited park in the nation, with over 17 million visitors that visit across its four sites. The four sites that make up GGNRA are Alcatraz Island, The Presidio and Fort Point National Historic Site, Marin Headlands, and Muir Woods National Monument.

Position Responsibilities:

- **(70%)** NPS and partner VIP (Volunteer In Parks) Coordinators, outreach staff, fellow CVAs and Interns to schedule volunteer programs and logistics, draft and implement outreach plans, facilitate national service day events, and coordinate cooperative projects with other programs.
- **(10%)** The CVA will assist with recruitment coordination and hosting volunteer groups on projects that support many divisions.

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- This will allow the intern the opportunities to work with Natural Resource Managers, Trails Crew, and Education and Outreach Ranger staff to host these volunteers to complete meaningful service projects.
- **(10%)** Interpretation staff to provide volunteer support, seek professional development, identify and coordinate service projects, schedule interpretive tours and educational opportunities to enhance volunteer programs.
- **(10%)** The CVA will be integrated in the work managed by the Parkwide Volunteer Manager and team as well as the Golden Gate Parks Conservancy Volunteer Management team, attend monthly meetings that bring together all the park volunteer programs.
 - The CVA will also work with the social media team, to enhance the presence of volunteerism on the parks social media platforms.

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)
- College diploma
- Interest in conservation and the outdoors
- Interest in learning
- Ability to speak to large groups
- Ability to attend meetings, take notes, and report back to supervisor
- Ability to be on time to work
- Must be comfortable and able to wear a uniform
- Ability to work as a team player
- Ability to work in a fast paced environment, with phone ringing often, while working at a computer working on projects.
- Ability to work with diverse audiences, from different backgrounds and interest.
- Welcome and treat all people with respect
- Actively participate in staff meetings, wellness activities, and other team communication.
- Proactively communicate with supervisor and team (“overshare, no surprises”)
- Model flexibility and a positive attitude in changing circumstances
- 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:

- Have the ability to speak in front of large audiences
- Be a quick learner
- Be motivated to learn new skills and tasks
- Be creative and think outside the box on best ways to get work done
- Ability to type and take notes
- Ability to create spreadsheets
- Ability to stay organized, create files, and create folders
- Ability to use email, and reply to email inquiries
- Familiarity with Microsoft Word, Excel, and using Teams and Zoom software for programs for meetings



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Additional Information:

Muir Woods National Monument and Marin Headlands, both located in Golden Gate National Recreation Area, are locations that are just 12 miles/30 minutes drive from the city of San Francisco, in California.

Park housing is available for this position, housing is located in Marin Headlands, which is right across the street from Rodeo Beach, a popular beach for visitors to walk, and for surfers. Park housing is also just steps away from a wide network of trails in the rolling hills of the Marin Headlands, popular for hiking, biking, and running.

Housing is provided in a fully furnished, heated, dormitory-style residence hall, where the CVA will have their own private room. The facility includes a large, stocked kitchen including cookware, dishes, common kitchen appliances, and ample storage space for food. In addition to the kitchen, there are two community living rooms equipped with TVs, a dining room, laundry facility, and four restrooms, two of which are accessible for individuals with disabilities. Free wi-fi/internet is also available. The residence hall can house up to 16 residents and functions as an incredible networking opportunity for the CVA as they will be living with other interns and staff of the NPS and partnering organizations. Two other dormitories are also within walking distance for expanding networking and social opportunities

Because GGNRA is made up of four sites, Alcatraz Island, Fort Point National Historic Site, Muir Woods National Monument, and Marin Headlands, the person selected for this position will get a chance to visit all of these sites, as a part of their onboarding, and to learn the sites resources, stories, and relevance in being a National Park Service site.

Lastly GGNRA has a robust volunteer program across all of its sites and is managed by volunteer coordinators for each site. This is a chance for the candidate to work in the 3rd most visited National Park site in the nation. There will be lots to learn, and room for growth in many places. The candidate will also have the potential to network with park staff and park partners, gaining insight into how parks work. And get a chance to build relationships for possible future employment opportunities.

Benefits:

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Housing available
- 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.

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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

Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.