PLEASE NOTE: All applications must be submitted through this link - https://form.jotform.com/StewardsIPP/cva-member-application-2027

Position Title: Community Volunteer Ambassador – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Monocacy National Battlefield

5201 Urbana Pike, Frederick, MD 21704

Terms of Service:

- **Start Date: 2/22/2027**
- **End Date: 2/4/2028**
- **AmeriCorps Slot Classification: 1700 Hours (50 Weeks)**

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. The Community Volunteer Ambassador (CVA) Program combines the strength of a national leader in conservation service with the National Park Service to train emerging leaders to assist park units in building lasting connections to communities.

Monocacy National Battlefield's (MONO) volunteer program is supervised as a collateral duty. We currently have 7 volunteers who serve at the front desk and approximately 8 researchers. Our natural resource staff has started a Weed Worrier program and a partnership with Potomac Appalachian Trail Club.

Description of Duties:

The CVA will serve with all divisions at Monocacy NB to determine needs and how volunteers might be able to assist and recruit. The CVA will serve specifically with the Potomac Appalachian Trail Club to provide education on our volunteer program and process to provide improved communication between the club and park. The CVA will also be tasked with reaching out to local community groups to develop and strengthen mutually beneficial partnerships.

Responsibilities:

- Understand the guidelines of the volunteer programs and different ways we can utilize volunteers. Regularly attend regional volunteer calls to stay up to date on current events/topics in the volunteer community.
- Serve with all divisions to identify gaps or opportunities where they can benefit from utilizing volunteers. Strategize how to fill those gaps in a way that can be sustained once the CVA's appointment is done.
- Develop stronger communications with Potomac Appalachian Trail Club.
- Develop best practices for organizing the volunteer program and showing our gratitude for our volunteers by providing enriching experiences for them.
- Build a relationship with the ARC of Frederick and other like groups to provide a benefit of their service to the park, and enrichment for their lives.
- Assist with special events at the park and front desk duty for no more than 20% of the time.

Qualifications:

- Enjoys serving with other people.
- Friendly, but can be firm if needed.
- Self-motivated
- Can serve well in shared work area.
- Respectful
- United States citizen, United States national, or a lawful permanent resident alien
- Applicants must be between ages of 18-30 years old, or up to 35 for veterans, based on Public Land Corps Act of 1993 authorizing this AmeriCorps opportunity.
- Has received a high school diploma or equivalency certificate; or has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and agrees to obtain a high school diploma or its equivalent prior to using the education award
- Agrees to provide information to establish eligibility and to complete a National Service Criminal History Check.

Preferred Qualifications

- At least two years of college or higher learning.
- Willing to teach and learn

- Comfortable serving with people of all ages and abilities.
- Experience working with the general public.
- Excellent communication skills

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to Vanessa Morrison at vmorrison@conservationlegacy.org

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break will not be counted towards AmeriCorps service
- Member may be required to participate in national, state, or local service projects or events as part of their service term.

Orientation and Training:

- Member will receive an orientation that includes training on AmeriCorps prohibited and unallowable activities.
- Week-long, in-person training on NPS Volunteer Program Management and leadership schools.
- Year-long Continuum of Learning supporting participant professional development.
- $750.00 in Professional Development Funds for travel and training.

Additional Position and Community Information:

Monocacy NB has always had a volunteer program, but never a dedicated coordinator. This is an opportunity to organize and build a program that can be sustained.

The schedule may include weekends and participation in park special events.

A driver's license would be required to attend meetings and participate in community outreach.

Park housing is provided. It is shared housing for a maximum of 3 people. Each person has their own bedroom. The bathroom, kitchen, and living room are shared space. It is a block house that sits at the beginning of the farm road onto the historic Thomas Farm. Close to all the modern amenities if you have transportation but set on the beautiful farm where you can take walks and enjoy the historic structures that make up the farm.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 10 Days Personal Leave, 10 Days Sick Leave

Evaluation and Reporting:

As an AmeriCorps member, performance will be evaluated on whether the member has completed the required number of hours, the member has satisfactorily completed assignments, and if the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

Reporting requirements include, but are not limited to, bi-weekly timesheets and accomplishment tracking.

Program Contact Information:

Please contact James Gasaway at the contact information below with any questions.

Stewards Contact information: James Gasaway, jgasaway@conservationlegacy.org

Conservation Legacy is an equal opportunity employer, and all qualified applicants will

receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, 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 reasonable accommodations due to a disability during the application or recruiting process, please send a request to the hiring manager.