



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

**Position Title:** Community Volunteer Ambassador, National Capital Parks - East - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 1900 Anacostia Drive SE, Washington, DC 20020

**Application Timeline:** Preference given to applicants that submit application by **June 13, 2025**

**Terms of Service:**

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

**Purpose:**

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 emerging leaders to assist park units in building lasting connections to communities.

The administrative unit of National Capital Parks – East (NACE) contains fourteen park sites and parkways in Washington, D.C. and Maryland. Overall, the unit consists of 98 locations and more than 8,000 acres of recreation areas, historic homes, natural areas, farms, parkways, historic forts, archeological sites, and private properties. The sites provide important greenspace and recreation areas amongst dense urbanization and educate visitors through stories and historical information related to the area.

NACE'S Volunteer-In-Parks program is robust and many park sites substantially benefit from the necessary contributions of event and recurring volunteers. Volunteer events are planned by park rangers, partners, and affiliated organizations and generally involve litter cleanup, invasive species removal, trail maintenance, special event assistance, and various park improvement projects.

The CVA will support the National Capital Parks-East Volunteer Coordinator and overall volunteer program by supporting recruitment, planning and hosting events, collaborating with staff and partner organizations, enhancing community engagement, and more.

**Description of Duties:**

- Gain a firm knowledge of the NPS VIP program through trainings and hands-on experience.
- Become familiar with each park site within NACE and assist staff members with strengthening their volunteer programs.
- Provide general support to the volunteer program.
- Assist with, plan, attend, and host volunteer events.
- Capture and organize photos of volunteers.
- Assist with large volunteer event days (MLK Day, Earth Day, and National Public Lands Day).
- Recruit volunteers through curated social media posts, flyers, volunteer.gov, and community engagement (tabling).
- Utilize volunteer.gov on a regular basis.
- Create a regular volunteer newsletter.
- Aid the park in developing long-range volunteer plans aligned with park and community needs by interacting with colleagues and partner organizations.
- Engage with the community to increase park and volunteer awareness.
- Attend virtual and in-person professional development trainings and events.
- Incorporate and plan weekday events at parks with the most need.
- Assist with new and upcoming volunteer programs such as BARK Ranger, Weed Warrior, and Trail Ambassadors.
- Gain insight from park staff and scout out park projects. Determine and implement volunteer projects.

**Qualifications:**

- Bachelor's Degree
- Active driver's license
- Customer service skills
- Some communications experience (social media, photography, writing, etc.)
- Microsoft Office proficient
- Highly organized and a self-starter
- Project and time management skills
- 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 veteran, 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 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:**

- Effective communication and interpersonal skills
- Experience with meaningful community engagement
- Some event planning experience
- Passion for parks and outdoors
- Familiar with service programs

- Innovative & creative

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.*

### **Time Requirements:**

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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 skills.
- Year-long continuum of learning supporting professional development
- \$1,200 in Professional Development Funds

### **Additional Position and Community Information**

A car is not required. Workdays will generally be Monday – Friday with occasional weekend work for large volunteer days. The position will be at the office three days/week and remote two days, with flexibility if requested. Opportunities to collaborate with other NPS sites may be possible.

### **Benefits:**

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)

- \$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.

### **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.

### **How to Apply**

Please visit [Community Volunteer Ambassador \(cvainternships.org\)](https://cvainternships.org) to review “Member Positions” by region and find instructions on how to apply.

The CVA position will start on **Monday, September 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

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Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with different populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

**Application Timeline:** Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.***