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: Roosevelt-Vanderbilt National Historic Sites

4097 Albany Post Road, Hyde Park, New York 12538

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.

Roosevelt-Vanderbilt National Historic Sites (ROVA) is a three-unit cluster of National Historic Sites located in Hyde Park, New York: the Home of Franklin Roosevelt NHS, Eleanor Roosevelt NHS, and Vanderbilt Mansion NHS. Collectively, these sites preserve the histories of some of the most notable people in 19th and 20th century U.S. history and welcome nearly half a million visitors each year. In 2026, Roosevelt-Vanderbilt hosted 242 volunteers across a variety of functional areas, including interpretation, visitor services, and horticulture. The park partners with two local volunteer organizations, The Frederick

W. Vanderbilt Garden Association and the Beatrix Farrand Garden Association, who maintain formal gardens within the park. Vanderbilt Mansion NHS also has an affiliated Trails&Rails program that provides interpretive programming seasonally along Amtrak's Empire and Adirondack lines.

Description of Duties:

The 2027 CVA at Roosevelt-Vanderbilt NHS will have the exciting opportunity to strengthen existing volunteer programs and partnerships while helping the park create new connections with its local community. ROVA's CVA will be a key part of a cross-functional team of staff and partners who oversee a variety of daily volunteer activities at the park. In addition, the CVA will support creating a more cohesive volunteer community at ROVA by developing opportunities for volunteers across functional areas to connect with one another around shared interests in horticulture, history, landscape, and interpretation. The CVA will create new pathways for public engagement by establishing volunteer-led garden and landscape programming, filling a critical gap in the park's interpretive offerings.

The CVA will gain practical experience in community partnership development, volunteer recruitment and onboarding, position development, interpretive program development, public programming, event planning, interdisciplinary collaboration, and volunteer leadership. The CVA will have meaningful ownership of their projects while receiving regular guidance, feedback, and mentorship from experienced NPS staff.

Responsibilities:

- Serve cooperatively with a variety of park divisions and partners to help execute the daily functions of the park's volunteer program.
- With guidance from park staff, establish interpretive programming about the park's grounds and gardens.
- Assist with the renewal of Volunteer Service Agreements and continue the park's migration of this activity to Volunteer.gov
- Assist with the volunteer recruitment. This includes developing volunteer opportunity announcements and participating in community events to spread awareness of ROVA's volunteer programs.
- Develop and lead orientation and training for new volunteers and supervisors.
- Assist in the tracking and reporting of volunteer hours.
- Assist in the planning and execution of volunteer awards and recognition events.
- Plan and execute supplemental activities for park volunteers to help foster continued growth and a deeper sense of community.
- Assist in managing the park's affiliated Trails&Rails program.
- Serve with park staff to write service descriptions and Job Hazard Analyses.

Qualifications:

- The ability to serve well with different types of people and personalities
- Excellent time management skills
- The ability to serve independently
- Willingness to learn and grow
- Strong writing skills
- Effective communication skills
- Enthusiasm for conservation and public lands
- 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

- Previous experience as a volunteer
- Public speaking skills
- Previous experience in community or customer engagement
- Bachelor's Degree or relevant experience

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:

ROVA's CVA will serve at least one day during the weekend and must have a driver's license.

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.