



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, San Juan National Historic Site - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 501 Norzagaray Street, San Juan, Puerto Rico, 00901

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.

San Juan National Historic Site is the only U.S. National Park in Puerto Rico. The park is looking to expand its volunteer program that currently offers opportunities to interested public in serving as interpreters or sharing their knowledge and skills in the fields of cultural resources, administration, facilities (maintenance) and law enforcement.

Community Volunteer Ambassador will work directly with park volunteer manager to design a successful recruitment strategy that will allow the park to reach and attract good candidates from nearby communities. CVA work will be instrumental on the development of a solid volunteer program core.

Description of Duties:

- Help in the development of volunteer recruitment strategies.
- Assist Volunteer Manager in creating strong relations with community leaders.
- Create strategies to reach nearby colleges and universities that will allow the recruitment of young professionals.

- Assist in the creation of strategies to reach veteran's organizations and attract potential volunteers from that sector.
- Create new and interesting educational materials and social media information.
- Suggest and develop innovative ways to recognize volunteers.
- Assist volunteer manager with the orientation process of new volunteers.
- Assist with the handling and file of submitted volunteers' documentation.
- Serve as counselor of volunteers regarding VIP program.
- Assist volunteer manager as liaison between VIP program and park's division managers.
- Recruitment during park events.
- Visit nearby communities and colleges to conduct recruitment activities.
- Review of current VIP Program policies and documents.

Qualifications:

- At least a B.A. degree in sociology, anthropology, history, education or related field.
- Mature and professional attitude.
- Responsible.
- Strong working ethic.
- Friendly and easy-going personality.
- 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:

- Preferably local candidates (not housing is available.)
- Excellent oral and written communication skills.
- Fully bilingual, English and Spanish.
- Previous experience handling public.
- Social media and computer programs (MS Windows) proficiency.
- Proactive and good individual working skills.
- Great 'team player' and inter-personal relations.
- Basic principles of community volunteerism.

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

Park opens seven days a week. Some activities are during weekends and after-hours. CVA could be required to work on Sundays.

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

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.