



**CONSERVATION  
LEGACY**



**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

## **Community Volunteer Ambassador – National Park Service Site Name**

**Location:** City, State

### **Position Details:**

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 a diverse group of emerging leaders to assist park units in building lasting connections to communities.

The purpose of this position is to aid in the administrating and maintaining of all logistical aspects of President's Park's Youth Volunteer Photography program. This work involves communicating with parents and students, doing inventory of supplies, serving as a liaison between the program and other national parks, and helping prepare for a final photography exhibition.

Community Volunteer Ambassador (CVA) will also provide support to the Volunteer & Youth Program Coordinator by supporting administrative duties, interpretation and education programs and recruiting volunteers for special events. The CVA will attend meetings in the community (i.e., career days in high schools and universities in the DMV area) to recruit volunteers to support the park's volunteer programs. CVA will also help with developing and conducting 4 workshops to future volunteer on the opportunities at President's Park. This is a fast-paced environment that requires the CVA to quickly adapt and work on multiple projects.

### **Site Description**

President's Park (The White House) is a 68-acre urban park located in Downtown Washington, DC. It is a historical site within the National Park Service. The White House located at 1600 Pennsylvania Avenue is arguably the most famous address in the United States and is one of the most recognized residences in the world. Every president except George Washington has called the White House home and has run the executive branch of the United States Government from within its walls.

The White House was built by enslaved and free skilled African Americans, and European emigrants; that were stonecutters, masons, and laborers.

From cooks to plumbers to US Secret Service agents, a look behind the scenes at today's White House illustrates the diversity of people and professions who come together to make the site work. Permanent residence staff that continue from one administration to the next work closely with special assistants who serve a particular president.

President's Park not only provides the setting for the White House but also functions as an important public space within Washington, D.C. President's Park includes Lafayette Park, the Ellipse and its side panels, the First Division Monument and Sherman Park. President's Park sits next to the National Mall and is close to other National Park Sites including, Mary McLeod Bethune, Rock Creek Park, George Washington Memorial Parkway, Frederick Douglass, House Kenilworth Gardens and the United States Capitol.

President's Park Volunteer program consist of Special event volunteers (Spring & Fall Garden tours, White



House Easter Egg Roll, National Christmas tree lighting and Pathway to Peace). We also have visitor service, education, and maintenances volunteers.

### **Position Responsibilities:**

#### *Roles and Responsibilities for park's general volunteer program*

- Help Park write local volunteer policy.
- Put positions in to volunteer.gov

#### *Develop a volunteer recruitment plan.*

- Help with ordering supplies and tools need for program.
- Help with trainings.
- Work with Special Event Volunteer Team to manage Special Event volunteers.
- Assist in the planning of special events.
- Work to edit the Adopt-A-Park program and recruit volunteers for the program.
- Assist team in the planning, implementing, and evaluating youth and volunteer programs.
- Create a tool kit for other division's volunteer recruitment.
- Create a marketing plan to bring on volunteers from diverse backgrounds.
- Develop tools to communicate with volunteers including press releases, newsletters, etc.
- Help develop training for new volunteers and staff.
- Research organizations to create relationships for future volunteers at President's Park.
- Help facilitate projects at President's Park that connect to the different divisions.
- Take all mandatory training.
- Assist in maintaining WHVC Volunteer Services e-mail account and respond to prospectivevolunteers.

#### *Duties for the volunteer Photography program are as follows*

- Before Program Starts
- Create and update marketing materials.
- Recruit youth for program.
- Go out to schools and job fairs and market program.
- Work with Lead Administrator to update flyer.
- Review submitted applications.
- Contact students to set up interviews.
- Aid in the forming of an interview panel.
- Work with Instructor in selecting parks to visit.
- Work with Instructor to layout student workbook.
- Work with Instructor and Lead Administrator to schedule trips to each park site.
- Complete assigned trainings before program starts.
- Understand the policies and procedures of President's Park photography program to discuss with parents, if needed.
- Order, organize, and restock inventory.
- Attend mandatory parent and student orientation.
- Work to create other documents and forms for the program (as needed)

#### *During Program*

- Make sure that all materials and equipment are available for each day.
- Van has enough gas for that day's trip.
- The room is set up for that day's lesson.
- Cameras are charged and ready for use.



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- Field inbound emails and phone calls from parents/guardians
- Confirm tour reservations with parks.
- Maintain records, reports, and information regarding and not limited to daily attendance, schedule changes, incidents, and all program forms.
- Serve as the first point of contact for parent's inquiries.
- Field inbound emails and phone calls, call parents/guardians.
- Respond to all inquiries and concerns in a timely manner.
- Maintain and organize all program supplies.
- Inventory check after each day.

### *Exhibit Plan*

- Work with Instructor to plan layout of exhibition.
- Order any supplies the instructor deems as needed.
- Set up the exhibit and execute planned layout.
- Work with Lead Administrator to send hi-resolution photos to production company chosen for photo printing.

### *After Program*

- Final inventory check for missing or damaged items.
- Attend debriefing with the rest of the Photography Program team.
- Help clean up education room and put away supplies associated with program
- Send out invite to parents and students for exhibit opening.
- Other tasks as assigned

### **CVA Minimum Requirements:**

- Have volunteered before within the last 5 years at least 10 hours.
- Be willing and able to commit to a year of full-time work.
- Be willing to occasionally work weekends and odd hours.
- Have a positive, can-do attitude and the ability to work under pressure.
- Understand and support the mission of the National Park Service and the volunteer program.
- Have an interest in assisting volunteers and interns from diverse backgrounds, being courteous, professional, patient, and respectful always.
- Strong communication skills and command of the English language.
- Participate in the CVA National Early Service Training in late November 2024 (date TBD)
- Be a U.S. citizen or lawful permanent resident.
- Be 18-30 years old at time of service (veterans up to 35 years old)
- High School Diploma/GED
- Pass fingerprint-based FBI, state criminal, and a national sex offender checks.
- Be able to provide proof of a driver's license and complete a MVR check
- Must be over 21 years old or have had license for at least 3 years to be insured in this position

### **Preferred Qualifications:**

- Experience working with diverse groups of people from various backgrounds
- Strong computer skills including Microsoft Teams, Google Slides, excel spread sheets, and PowerPoint
- Comfortable working in different Social Media Platforms
- Editing software, such as ADOBE, Light Room, and Photoshop
- Experience speaking publicly and in front of medium to large crowds
- Excellent time management and professionalism Local candidates preferred



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- Have a valid driver's license
- Be able to drive a 15-passenger van
- Ability to work with youth (middle & high school students)

### Additional Information:

Occasionally the CVA will work on weekends and evenings during special events in the park. CVA will have the option to telework 1 day a week.

### Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,895.00 (pre-tax) upon successful completion of the program
- \$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.

### 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 9, 2024**, and run for 48 weeks until Friday, August 8, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

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

### Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Sunday, July 7, 2024**.

### For Application Questions:

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

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, 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 a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*