



PLEASE NOTE: Applicants will need to apply here:
<https://form.jotform.com/StewardsIPP/cva-member-application-2026> Application form requires a resume, cover letter, professional references.

Position Title: Community Volunteer Ambassador, White House and President's Park – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements Program

Site Location: White House and President's Park

1450 Pennsylvania Ave NW, Washington, DC 20230

Terms of Service:

- **Start Date: 2/23/2026**
- **End Date: 2/5/2027**
- **AmeriCorps Slot Classification: 1700 Hour Slot**

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.

Volunteers are essential to the success and daily operations at The White House & President's Park, supporting the mission to preserve and protect the nation's natural and cultural resources. Volunteers also allow us to accomplish more than we could normally and provides volunteers with unique opportunities to contribute to the important work being done.

The White House & President's Park in 2025 had over 2,862 volunteers that gave over 13 thousand hours to support special events on the White House grounds, educational

and youth programs, maintenance initiatives, and visitor services at the White House Visitor Center, while also building relationships between each other and park visitors. VIPs at this park combine history, storytelling, and tradition to engage people from around the world with the cultural and natural resources.

The Community Volunteer Ambassador (CVA) will 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 workshops for future volunteer on the opportunities at President's Park. The CVA will work closely with Youth Volunteers, Girl Scout, Maintenance Volunteers, Visitor Service Volunteers, Interpretation/ Education Volunteers, Special Event Volunteers and Ornament Team Volunteers.

In this position one must have strong communication skills to communicate with other National Parks, volunteers, staff, and other community organizations, through emails, phone calls and in meetings. CVA must have strong organization and computer skills in Microsoft and photo editing. Learn and understand how to manage Volunteer.gov website for the park. CVA also must be extremely flexible and be able to adapt to changes.

Description of Duties:

- Completion of all mandatory trainings, including EEO, Conflict De-Escalation, ACE, wellness, and volunteer management courses to promote safety, resilience, and fair treatment
- CVA will contribute independently and collaboratively on teams, with chances to take on leadership and project-planning responsibilities.
- Standard 40-hour work schedule (Mon–Fri, 8:00 a.m.–4:00 p.m.) will work weekends or evening shifts during special events and volunteer activities.
- CVA will receive a work journal and self-care journal for documenting progress, reflection, and learning.
- Biweekly check-ins with supervisor to discuss project needs, challenges, and growth opportunities.
- Responsibilities include supporting Volunteer.gov, maintaining updated website information, and creating social media posts.
- Involvement in coordinating and assisting with volunteer trainings and workshops.
- Communicate with different divisions within the park about volunteer projects
- Keep track of volunteer hours.
- Help with purchasing items to support the volunteer program.

Qualifications:

- Reliable, punctual, and committed to maintaining a strong work ethic.
- Positive, professional attitude with an outgoing, friendly, and customer-service-oriented approach.
- Strong communication skills, both verbal and written.
- Ability to work collaboratively as part of a team and contribute to a respectful workplace.
- Willingness to follow safety procedures and uphold NPS standards for visitor service and resource protection.
- Flexibility to adapt to changing priorities, tasks, and schedules.
- Basic computer literacy and ability to learn new systems or software as needed.
- United States citizen, United States national, or a lawful permanent resident alien
- At least 17 years of age
- 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:

- Have volunteered at least 10 hours before their community
- Be willing to work weekends and evenings, as it relates to special events and deadlines.
- Submit proof of a current Driver's License and be comfortable driving a 15-passenger van
- Have a positive, can-do attitude and the ability to work under pressure
- Understand and support the mission of the program and the National Park Service
- Have a positive, can-do attitude and the ability to work under pressure
- Strong communication skills and command of the English language
- Experience working with groups of people from various backgrounds
- Strong computer skills including Microsoft Teams, Google Slides, and PowerPoint and Excel
- Experience speaking publicly and in front of medium to large crowds
- Excellent time management and professionalism
- Experience working with different groups of middle and high schoolers from different socio and cultural-economic backgrounds.
- The ability to facilitate and implement different projects.

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 the hiring manager.

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 skills
- Year-long continuum of learning supporting professional development
- \$750.00 in Professional Development Funds for travel and training

Additional Position and Community Information:

- Supportive supervisory style that emphasizes independent thinking, professional voice, and experiential learning rather than micromanagement.
- Dedicated workspace provided, with the option to telework one day per week.
- Comprehensive Park orientation, including tours with Rangers and introductions to the Superintendent, Park Manager, and staff.

- Full immersion in the park's volunteer program, including review of local volunteer policies and hands-on experience with volunteer management.
- Available external mentor for additional career development and broadened professional perspective.
- Opportunities to visit other National Park Service sites in the region and participate in additional training opportunities.
- Growth-oriented environment where making mistakes is treated as a natural part of learning.
- Washington, D.C., providing rich after-work opportunities—concerts, free museums, and visits to other National Parks.
- Exposure to inter-park collaboration and networking opportunities within the D.C. region.

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600.00 per week.
- Additional Benefit of \$150.00 per week if housing is NOT provided by NPS host site at no cost to the participant.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 13 days Personal Leave, 13 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.

How to Apply

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

The CVA position will start on **Monday, February 23, 2026** and run for 50 weeks until Friday, February 5, 2027.

PLEASE NOTE: Applicants will need to apply here:

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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 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. Final deadline is **Friday, January 9, 2026.**

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.