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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 – Virgin Islands National Park and Virgin Islands Coral Reef National Monument

Location: St. John, VI

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 CVA will be an integral member of our Visitor Services Team and help us to expand the capacity of our volunteer program by conducting a SWOT analysis of our current program in order to recommend and assist in: community outreach developing new and existing relationships with local partners, planning and hosting recruiting opportunities in the community, concentrating on in person and online outreach. The CVA will also be responsible for planning at least four events over the course of their 1 year appointment: FY25 VIP appreciation event, two Reef Safe Sunscreen Program events, and a Public Lands Day Event

Site Description

Virgin Islands National Park is on the island of St. John, 75% of the 19 square mile island is the national park. We aim to serve the community of the US Virgin Islands, but mainly St. John and St. Thomas. We are currently rebuilding our VIP program and have a new VIP policy in place. We currently have seasonal Visitor Center VIPs, VIP Docents, and VIP Bay Hosts. The selected candidate for the CVA position will be tasked with working on expanding our VIP programs to include some short term VIPs, special event VIPs, as well as a VIP mineral based sunscreen exchange program.

Position Responsibilities:

- SWOT analysis of VIP program
- Working with park VIP program manager to make sure that all VIIS VIP programs are in compliance with the NPS and local VIIS VIP policies
- Making sure that VIIS VIP programs and hours are integrated as needed on volunteer.gov
- Facilitating recruiting, onboarding, and checking in on Visitor Services VIPs and other VIIS program VIPs as needed
- Developing/running Reef Safe Sunscreen VIP program
- Communicating with partners like Friends of Virgin Islands National Parks, UVI, and other organizations to create opportunities for collaboration to host community events.

CVA Minimum Requirements:

- Needs to be a self starter and highly motivated
- Work well independently and collaboratively
- Must be organized and a great communicator
- Needs to be able to drive; will have GOV vehicle available to get around the island for work purposes and events



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- Proficiency with computers, MS Word, Excel, and social media platforms is needed
- 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:

- Public speaking
- Recruiting
- Event planning
- Emotional intelligence and conflict resolutions skills
- Proficiency with Adobe design programs or A/V production

Additional Information:

- Park housing may be available (there is a cost associated with park housing, but the position has a monthly housing stipend)
- Driver's license is required, but GOV will be available for work purposes
- Virgin Islands National Park has some of the most pristine white sand beaches in the world, and the unique culture, food, art, and atmosphere of St. John is unmatched in the NPS system
- There may be opportunities to collaborate with fellow CVA at Christiansted NHS in St. Croix
- Virgin Islands National Park is currently working on many great projects that have the potential to have long lasting effects to benefit the people of the Virgin Islands and this CVA position is a great way for someone to gain a competitive advantage of beginning a career in the National Park Service and with Virgin Islands National Park.

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 \(cva.nerp.gov\)](https://cva.nerp.gov) 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.

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Updated 10/2/2023



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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

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.