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: Independence National Historical Park

143 S. 3rd St., Philadelphia, PA 19106

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.

The National Parks of Philadelphia consists of four separate units that are unified in management but have unique enabling legislation. Independence National Historical Park is the largest and contains iconic Philadelphia landmarks such as the Liberty Bell and Independence Hall. The other units- Edgar Allan Poe National Historic Site, Thaddeus Kosciuszko National Memorial, and Gloria Dei National Historic Site- each tell their own unique stories.

The collage of stories and historic sites within the National Parks of Philadelphia creates volunteer and community engagement opportunities for varied audiences. Our volunteer program consists of opportunities with the Interpretation, Facility Management, and Resource Stewardship Divisions and has approximately 320 volunteers contributing 11,500 hours of service a year.

Description of Duties:

The Community Volunteer Ambassador (CVA) position at National Parks of Philadelphia plays an important role in advancing the park's commitment to volunteerism and community engagement. The CVA will help expand meaningful volunteer opportunities, increase participation and retention among existing volunteers, and create additional opportunities for community members to develop a lasting connection to the parks.

In this role, the CVA will help organize more routine volunteer events that foster a sense of community pride and connection to our shared history. By collaborating with local organizations and engaging varied groups and individuals, the CVA will enhance our community partnerships and ensure that volunteer efforts align with the park's mission to preserve and promote the significance of the National Parks of Philadelphia. This position offers an opportunity to make a lasting impact on the park and the communities we serve.

Responsibilities:

- With guidance from, and serving with, the park-wide Volunteer Program Manager, design, implement, and manage regular-reoccurring and single-day volunteer events focusing on park beautification.
- Assist the Volunteer Program Manager in planning and coordinating national service days (Martin Luther King Jr. Day of Service, Good Neighbor Day, National Public Lands Day, etc.) in the park(s).
- Nurture the park's established volunteer community by creating new ways to recognize the work of our volunteers and revitalizing and formalizing volunteer recognition strategies.
- Recruit, train, and help support volunteers.Support the establishment and management of volunteer programs at Thaddeus Kosciuszko National Memorial and Edgar Allan Poe National Historic Site.
- Identify opportunities for medium-to-large-scale public volunteer events and group volunteer projects.
- Help support and grow the newly formed volunteer initiatives, Service Saturdays and the Trash Brigade, by coordinating logistics, recruiting and communicating with volunteers, and ensuring positive and meaningful experiences for participants.
- Serve with the park's philanthropic partner, The Independence Historical Trust in co-managing the volunteer program.
- Under the guidance of the Volunteer Program Manager, develop and pilot a

cross-divisional volunteer shadowing program, allowing volunteers to work alongside and learn from volunteers in other areas of the park.
- Support Independence National Historical Park's community engagement initiative by serving alongside the Community Engagement Coordinator to plan and staff events.
- Adapt to changing schedules, partner availability, and last-minute requests as community engagement plans evolve.
- Communicate with a range of outside partners and audiences, including community organizations, schools, and local institutions, to coordinate event logistics and strengthen existing relationships.
- Help identify new community organizations and audiences whose goals align with the park's mission, and support outreach to build those relationships.
- Contribute to after-action reflection following volunteer and outreach events, helping capture what worked well and what could improve for future programming.
- Represent the park in public-facing settings, communicating its stories and mission to visitors, partners, and community members as a park ambassador.

Qualifications:

- Demonstrate a passion and willingness to learn about community and volunteer service, environmental stewardship, and public history.
- Strong verbal and written communication skills for engaging with varied audiences, including volunteers, visitors, and local organizations.
- Ability to serve collaboratively with park staff, volunteers, and community partners.
- Strong organizational abilities to manage multiple tasks and events effectively.
- Physical Requirements:
    - Service will take place in an office setting (potentially sitting at a computer for long periods of time) and in the field.
    - Occasionally pulling, pushing, lifting or carrying objects for event setup.
    - Standing for periods of time while tabling or staffing events.
    - The successful candidate will have the opportunity to serve alongside volunteers during outdoor volunteer projects; ability to perform moderate outdoor maintenance tasks. Participation is optional.
- Time Requirements:
    - We are able to support a flexible service schedule of 40 hours a week, generally Monday through Friday.
    - Must be available to assist with weekend events and programs, as scheduled. Alternate days off will be offered on weeks with weekend events.
- 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

- Use Microsoft Suite to complete daily tasks.
- Flexibility: Willingness to adapt to changing needs, priorities, and weather.
- Interest in serving in an urban park setting.
- Associate or bachelor's degree preferred.

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.
- Weeklong in- park training followed by one-on-one training with the Volunteer Program Manager.
- Access to professional development opportunities both within the interpretive division with park staff in other work groups, including opportunities to shadow other divisions.

Additional Position and Community Information:

Benefits:

Park housing provided at no cost with a private room in a shared unit. Housing is within walking distance of park offices.

Dedicated workspace in the same office as the supervisor for this position.

Networking opportunities throughout the NPS and Philadelphia region.

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.