



**CONSERVATION
LEGACY**



Community Volunteer Ambassador – Flagstaff National Monuments

Location: Flagstaff, Arizona

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 Community Volunteer Ambassador position with FLAG Monuments will work in close collaboration for a VIP program that spans the 3-monuments. The CVA's supervisor, will develop their work plan, assign projects and create their weekly schedule. At the FLAG Monuments we strive to foster a supportive environment of open communication and collaboration. Keeping creativity, personal growth, and development of new ideas in the forefront of developing program needs. The CVA will have adequate space and creative time to develop and complete projects, as well as collaborate with other programs and fellow interns. They will work alongside their supervisors, other NPS staff, park partners, interns, and volunteers in the field helping to facilitate the volunteer programs for the three sites. The CVA will support all aspects of the volunteer programming including recruitment, retention, recognition, reporting and training of volunteers. They will expand outreach and volunteer opportunities to reach new audiences. Support work to diversify the volunteer workforce of the FLAG Monuments. They will help work on replying to volunteer inquiries, onboarding volunteers with the proper service agreements and paperwork, and helping facilitate onsite orientation to new volunteers and interns throughout their time.

Site Description:

Walnut Canyon, Sunset Crater, and Wupatki National Monuments make up the Flagstaff Area National Monuments. With all three combined, the Flagstaff Area National Monuments serve over 500,000 visitors annually. Each monument has its own visitor center, WNPA park store, and several miles of trails located in the Flagstaff area. We have 13-associated tribes that are connected to the sites and stories at the monuments. Sunset Crater holds the remnants of a volcanic eruption from a thousand years ago changing the lives of those who lived in the area. Just down the road in Wupatki, pueblos are nestled between the Painted Desert and ponderosa highlands of northern Arizona. Walnut Canyon hosts a trail down below the edge of a canyon and hosts an island of cliff dwellings found among the rocks.

Our small, but mighty monuments rely heavily on the aid of volunteers to be a friendly face in our parks. FLAG Monuments have successfully hosted dozens of volunteers and interns throughout the years. These VIPs and interns have ranged from short-term to year-round in duration. Increased permanent NPS staff within the last year as well as ongoing hiring efforts will allow for more robust VIP and Internship programs. The CVA will help reestablish and update SOPs, paperwork, program implementation, trainings, events, and other needs of a program that has been looking for efficiency and creativity.

Position Responsibilities:

- Support administrative and management efforts for the Volunteer In Parks (VIP) program.
- Collaborate with the park's Volunteer Coordinator to create a Volunteer Engagement Strategy
- Initiate opportunities for local volunteer efforts
- This work will entail research, program development, and public speaking.
- Help identify ways to engage with community members and partners, especially as it relates to outreach events or in-park activities.



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- Build local volunteer support for the park.
- Seek opportunities to network with other NPS sites and partners to create a more dynamic and inclusive volunteer base.
- Revise the current VIP handbook and support onboarding and training for new volunteers.
- Attain CMS authorship rights and social media editor rights to maintain and enhance park websites and social media accounts.
- Participate in applicable ethics and communications training to support work in these roles.
- The CVA will be working with staff from all three monuments including other interpretation staff, cultural resources, park partners like WNPA, and VIPs.
- Engage in outreach and community events with a focus on building relationships with new audiences and partners.
- Support visitor center operations, engage in formal and informal interpretation, and deliver education programs.

CVA Minimum Requirements:

- Able to treat all people with respect
- People skills: ability to cold-contact people and organizations, identify and communicate shared goals, and build relationships thought consistency
- Excellent verbal and written communication skills
- Superior organizational skills for tracking multiple projects, partner contacts, and planning logistics
- Self-motivated and independent work ethic
- Interest professional development
- Open-minded to learning and working with our tribal and local communities Participate in the CVA National Early Service Training in late March/early April 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:

- Local applicants from the surrounding communities
- Outgoing
- Self-Motivated
- Organizational skills
- Effective Communication Skills
- Strong Interpersonal Skills
- Excellent Customer Service Skills
- Familiarity with Microsoft Word, Excel, and using Teams and Zoom software for programs for meetings

Additional Information:

The CVA will follow a 5-4-9 Schedule with every other weekend being 3-days. Housing will be provided at Sunset Crater or Wupatki to include a private bedroom and shared common spaces. Flagstaff has a population around 80,000 people. The local area includes hikes, biking, and outdoor adventures while also offering a variety of food and cultural experiences in town. It's best if the applicant has access to a vehicle for transportation off the clock. While on duty, the CVA can use Government Vehicles to travel from Headquarters and the 3-monuments.



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Benefits:

- CVA will receive a weekly stipend of **\$600**
- Housing provided by site.
- 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, January 22nd, 2024**, and run for 48 weeks until Friday, December 20th, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-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 November. Final deadline is **Sunday, December 10th, 2023**.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@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.