



PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-2025-fall-co> Application form requires a resume, cover letter, professional references.

Position Title: Community Volunteer Ambassador, Petroglyph National Monument - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 6510 Western Trl. NW, Albuquerque, NM 87120

Application Timeline: Preference given to applicants that submit application by **June 13, 2025**

Terms of Service:

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

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.

Petroglyph National Monument is in Albuquerque, New Mexico. At an elevation of 5000 ft. above sea level, the monument protects over 20,000 petroglyphs carved into the basalt boulders which make up the volcanic escarpment on the westside of Albuquerque. As an urban park, we have been very successful in recruiting volunteers to Petroglyph. For several years, PETR's VIP program has expanded by 30% for a total of 70 active volunteers. The responsibility of managing the park's VIP program falls under the Division of Interpretation, Education, and Visitor Services. Current staffing levels in the Division are not adequate enough to fully manage the VIP program to its full potential. The need for an individual that we can dedicate to managing our growing VIP program will be instrumental in our ability to continue to recruit rather than turn people away.

The CVA would assist the I&E Division to expand the existing volunteer program in order to build a larger cadre of volunteers. Trail watch/Adopt-A-Trail, Visitor services, and Education are all regular or recurring volunteer opportunities. The CVA will assist in coordinating more event volunteer opportunities for service days such as Dr. MLK Jr. Day, National Public Lands Day, National Trails Day, and more. We'd also

like to continue to grow partnerships with groups such as NM Wild, NM Volunteers for the Outdoors, and Keep Albuquerque Beautiful. These organizations help sponsor volunteer events and then bring in volunteers to the NPS site. A CVA would work with these organizations to plan and coordinate more volunteer-based events focused on invasive species removal, glass clean-ups, and sign installation. For both the education opportunity and for event opportunities, a CVA would help recruit more volunteers and provide them with positive experiences within Petroglyph.

Description of Duties:

- Update position descriptions on Volunteer.gov
- Staff VIP recruitment tables at community events
- Inventory & organize VIP uniform and safety supplies
- Contact VIPs via phone to conduct check-ins
- Plan logistics for various volunteer projects
- Provide community outreach
- Attend neighborhood association meetings and events, represent PETR & NPS

Qualifications:

- People person
- Friendly and outgoing attitude
- Works well in a team environment
- Holds a BA or attaining a BA in any field
- Public speaking skills
- Ability to write in English clear and concisely
- 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 veteran, 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 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:

- Local applicant
- Public speaking skills
- Experience working with the general public
- Polite and effective communication skills

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.

Time Requirements:

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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
- \$1,200 in Professional Development Funds

Additional Position and Community Information

We have a great team of hardworking and friendly individuals who are easy to get along with and enjoy working together to achieve goals. Petroglyph is an urban park so there are plenty of opportunities for community engagement, volunteer recruitment, and partnerships with local organizations. The City offers all the amenities anyone could find in any other major US city.

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)
- \$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.

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 \(cvainternships.org\)](https://cvainternships.org) to review “Member Positions” by region and find instructions on how to apply.

The CVA position will start on **Monday, September 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

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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. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

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.