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

## **Community Volunteer Ambassador – Timucuan Ecological and Historic Preserve**

**Location:** Jacksonville, FL

### **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 work closely with the supervisor, interpretation staff and volunteers to plan, develop, and conduct weekly, monthly and more extensively planned outreach and volunteer programs, projects, activities/opportunities both on-site and off-site. They will also work with the volunteer coordinator to transfer all operational aspects of the volunteer program over to Volunteer.gov.

### **Site Description**

Timucuan Preserve interprets over 6,000 years of human history that has taken place in and around the over 46,000 acres of properties tri-managed with the Florida State Parks and City of Jacksonville. Together, these properties make up one of the largest urban park systems in the country providing a vast array of natural and cultural resources to experience, learn about, and enjoy. The park works very closely with multiple partners to provide the best visitor experience possible which is only made fully possible with the assistance dedicated and reliable volunteers. TIMU's VIP program invites a diversity of locals and seasonal/RV volunteers with a broad spectrum of opportunities including staffing the visitor centers, participating in year-round Jr. Ranger Amger Fishing Clinics, providing interpretive programs and tours, beach clean ups, trail maintenance, etc. The park is also in the process of revitalizing its black powder program. The program has expanded significantly by focusing more attention on attracting a wider diversity through refining recruitment efforts including more active engagement with local Afro-descendant, Latino, LGBTQ+, and military communities.

### **Position Responsibilities:**

- Conduct active community outreach and diverse volunteer recruitment
- Assist with converting all operational applicable aspects park VIP program over to Vounteer.gov
- Conduct interpretive programming
- Lead/manage volunteer opportunities including fishing clinics, beach clean-ups, attending community outreach events to promote the park
- Train new volunteers
- Assist with coordinating and facilitating volunteer appreciation activities and events
- Assist with coordinating and facilitating volunteer communication outlets including newsletter

### **CVA Minimum Requirements:**

- Positive
- Personable
- Confident
- Punctual



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- Resourceful
- Flexible/Easily Adaptable
- Respectful Of Others
- Strong Work Ethic
- Good Customer Service Skills and Awareness
- Dedicated to the Missions of Conservation Legacy and the NPS
- Participate in the CVA National Early Service Training in March 2025 (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 preferred but housing is available
- Effective communication skills
- Comfortably skilled in public speaking
- Works well independently
- Adept at coming up with quick solutions
- Skilled as a team/group leader
- Mindful of safety concerns
- Experienced in working well with groups of all ages

### **Additional Information:**

- Local applicants preferred but housing is available
- Effective communication skills
- Comfortably skilled in public speaking
- Works well independently
- Adept at coming up with quick solutions
- Skilled as a team/group leader
- Mindful of safety concerns
- Experienced in working well with groups of all ages
- Position requires driver's license and though a vehicle will be available for duty, for personal car for commute or personal errands/outings/trips car
- The schedule will likely include weekends and perhaps some evenings
- The CVA will work park partners to engage with local Gullah Geechee communities, community reconciliation and healing groups; military families; school groups; urban core youth groups; local historians, institutional scholars, multiple college and university diversity organizations, and nearby local, state, and other federal parks
- Both the park and the agency actively promote a culture that supports Diversity and Inclusion in programming, trainings, and social activities
- Park provides regular health and wellness related trainings and activities developed both by the agency and park staff and partners.
- The park hosts regular potlucks and other social gatherings to help promote diversity and inclusion
- Park staff is very close-knit, welcoming, and supportive of new team members, providing guidance and recommendations in support of a healthy work/life balance
- Park staff will consult with CVA to understand professional development goals and provide and recommended supportive training opportunities, and, when possible, facilitate consultations with



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partners/local professionals in support of CVA's professional development interests/goals

### **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 \$7,395.00 (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 \(cvaiternships.org\)](https://www.cvaiternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> 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 8, 2024.**

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.*