**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:** San Antonio Missions National Historical Park

6701 San Jose Dr, San Antonio, TX 78214

**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.

San Antonio Missions National Historical Park (SAAN) preserves and interprets four historic Spanish colonial missions in San Antonio, Texas. The park shares the history and cultural significance of these sites through interpretation, education, and community engagement.

Our volunteer program supports the park's mission through a variety of opportunities, including visitor services, interpretive programs, educational outreach, special events, and

resource stewardship. Volunteers help connect visitors and local communities with the park's cultural and historical resources while supporting educational programming and expanding the park's capacity to serve the public.

**Description of Duties:**

The Community Volunteer Ambassador (CVA) will support San Antonio Missions National Historical Park's volunteer and education programs by assisting with volunteer recruitment, outreach, engagement, and coordination. The CVA will help expand community awareness of volunteer opportunities, build relationships with local organizations and educational institutions, and support initiatives that connect the public with the park's cultural and historical resources. Through these efforts, the CVA will help strengthen community partnerships and expand opportunities for people to engage with and support the park.

**Responsibilities:**

- Assist with recruiting, onboarding, and engaging volunteers to support park programs and operations.
- Conduct local outreach to promote volunteer opportunities and expand participation among community members.
- Build and maintain relationships with local universities, schools, community organizations, and military family networks to increase awareness of volunteer opportunities.
- Assist with coordinating volunteer schedules, assignments, training, and communications.
- Support the park's education programs and community outreach initiatives, including activities that connect students and families with park resources.
- Assist with planning, coordinating, and staffing special events, volunteer activities, and community engagement opportunities.
- Help develop and distribute volunteer recruitment materials and promotional content through appropriate communication channels.
- Maintain volunteer records, track participation, and assist with reporting volunteer hours and program outcomes.
- Communicate regularly with park staff to identify volunteer needs, evaluate recruitment efforts, and address program priorities.
- Identify opportunities to improve volunteer engagement, retention, and recognition.
- Support the park's visitor services and interpretive programs as needed.

**Qualifications:**

- Strong written and verbal communication skills.
- Friendly, approachable, and comfortable interacting with people from varied backgrounds.

- Interest in public service, community engagement, volunteerism, history, education, or cultural resource preservation.
- Strong organizational skills and the ability to manage multiple tasks and priorities.
- Self-motivated, dependable, and able to serve independently as well as collaboratively with a team.
- Willingness to conduct community outreach and build relationships with local organizations, schools, universities, and community partners.
- Professional, positive attitude and a willingness to learn new skills.
- Ability to communicate effectively with park staff, volunteers, visitors, and community partners.
- Flexibility to assist with occasional weekend events and activities as needed.
- Basic computer skills, including email, word processing, and data entry.
- Commitment to providing welcoming and respectful experiences for volunteers and community members.
- 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**

- Local applicants with established connections to the San Antonio and Bexar County communities.
- Bilingual proficiency in Spanish and English.
- Experience with volunteer recruitment, coordination, engagement, or management.
- Experience developing and maintaining partnerships with local schools, universities, military family networks, or community organizations.
- Public speaking or presentation experience.
- Experience developing promotional materials or using social media for outreach and recruitment.
- Experience supporting educational programs, community events, or public engagement initiatives.

**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.

**Additional Position and Community Information:**

This position offers the opportunity to gain hands-on experience with the National Park Service at San Antonio Missions National Historical Park, a UNESCO World Heritage Site. The CVA will serve alongside park staff to support volunteer engagement, educational programming, community outreach, and special events while building professional skills in public service, partnership development, and volunteer program management.

Located in the San Antonio metropolitan area, the park offers opportunities to connect with local universities, community organizations, military families, and other partners. The CVA will gain experience building relationships across varied communities and helping expand public participation in national park programs.

The position may require occasional evening and weekend availability to support special events and volunteer activities. Reliable transportation and a valid driver's license are necessary, as the CVA will travel between the park's four mission sites to support programming and outreach. Housing is not provided.

**Benefits:**

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week (if housing is not provided)
- 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.*