



**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, Steamtown National Historic Site - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 350 Cliff Strett, Scranton, PA 18503

**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.

Steamtown National Historic Site (NHS), located in Scranton, Pennsylvania, is one of the most unique units within the National Park Service, dedicated to interpreting the history of steam railroading in America. The park features an operating railroad, a collection of historic locomotives and rolling stock, a working locomotive shop, interpretive exhibits, and seasonal excursion opportunities that connect visitors to the rich industrial and transportation history of the region.

Steamtown's volunteer program supports a diverse range of opportunities, including live railroad operations, visitor services, interpretation, education, historic preservation, and administrative assistance. Volunteers play a critical role in delivering interpretive programming, operating locomotives, maintaining historic equipment, leading facility improvement projects, and supporting public engagement initiatives.

The program engages a core group of skilled long-term volunteers as well as casual participants through single-day service events and community partnerships. In recent years, Steamtown has expanded volunteer opportunities by integrating remote roles, such as virtual historical document

transcription, and developing targeted outreach to local schools, veterans groups, and community organizations.

With the assistance of a Community Volunteer Ambassador (CVA), Steamtown has strengthened recruitment strategies, increased visibility through Volunteer.gov, hosted multiple single-day service events, and initiated the brainstorming and identification for the need of a Steamtown Trackside Education & Awareness (STEA) volunteer corps focused on visitor education safety. The park continues to prioritize volunteer training and leadership development to foster a resilient and sustainable volunteer program that connects community members to public service.

The CVA at Steamtown NHS will play a vital role in advancing volunteer program administration, expanding community partnerships, and enhancing public safety initiatives. Building upon the foundation established in previous terms, the CVA will assist with developing and implementing volunteer engagement strategies, refining safety messaging and risk management efforts, and supporting the recruitment and training of volunteers. The position will also focus on continued coordination and implementation of single-day service events, promoting volunteer opportunities through Volunteer.gov, and continued development of the Steamtown Trackside Education & Awareness (STEA) volunteer corps.

Steamtown's CVA position offers a unique opportunity to gain hands-on experience in program management, community outreach, and leadership development within one of the National Park Service's most dynamic and historically significant sites.

#### **Description of Duties:**

- Continue development and implementation of the park-specific Rail Safety Campaign, including media creation, outreach strategies, and community engagement.
- Coordinate and expand partnerships with station partners, local schools, municipal agencies, and businesses to promote rail safety messaging and volunteer opportunities.
- Lead efforts to build and organize the Steamtown Trackside Education & Awareness (STEA) Corps, including developing volunteer roles, recruitment strategies, and training materials.
- Plan and coordinate single-day service events to increase community engagement build volunteer program capacity and diversify volunteer participation.
- Assist with volunteer recruitment efforts, including managing Volunteer.gov postings, application processing, and community outreach.
- Develop and refine training materials and onboarding processes for new volunteers, interns, and safety ambassadors.
- Support the transition and maintenance of Volunteer.gov integration, including hours tracking, reporting, and volunteer data management.
- Mentor and support interns, seasonal staff, and new volunteers, fostering leadership skills and professional development opportunities.
- Collaborate with park leadership and the Safety Officer to incorporate risk assessment findings into ongoing safety initiatives and volunteer program improvements.
- Participate in leadership meetings, park safety committee meetings, and professional development opportunities, including NPS Youth and Volunteer calls and VIP Community of Practice sessions.
- Document best practices, workflows, and outreach strategies to ensure continuity and long-term sustainability of key projects.

**Qualifications:**

- Strong interest in public service, volunteer program management, community engagement, and/or historic preservation.
- Ability to work both independently and collaboratively within a team setting.
- Excellent organizational skills with the ability to manage multiple tasks and meet deadlines.
- Outgoing and friendly attitude with strong interpersonal and communication skills.
- Comfortable engaging with diverse audiences, including children, families, community groups, and veterans.
- Willingness to participate in public outreach and speak with visitors during events and daily park operations.
- Basic computer skills required; experience with Microsoft Office Suite and social media platforms preferred.
- Must pass a background check required for access to National Park Service systems.
- Ability to work occasional weekends and holidays as needed for events or programs.
- Flexibility to work in both office and outdoor settings, including participating in community service days and station visits.
- 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:**

- Experience using Adobe Creative Suite (Photoshop, Illustrator, InDesign) for creating outreach materials, social media graphics, or educational resources.
- Prior experience with volunteer program coordination, community outreach, or public engagement.
- Familiarity with Volunteer.gov or similar volunteer management platforms.
- Knowledge or interest in railroad history, safety education, or interpretive programming.
- Experience with public speaking or group facilitation.
- Background in graphic design, marketing, or communications a plus.
- College coursework or degree in history, public administration, education, communications, safety, or related fields preferred.

**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**

- Multidivisional experience: Interpretation, Education, Volunteer Management, Safety, and Railroad Operations teams.
- Diverse work settings: Balance of office-based tasks and field-based activities.
- Hands-on leadership experience: Lead and grow the STEA Corps, a volunteer team dedicated to rail safety awareness and public engagement.
- Exposure to rail operations: Unique opportunity to work at one of the few operating railroad units in the National Park Service.
- Flexible schedule: Generally Monday–Friday, but will include some weekend or evening hours to support events and outreach.
- Telework opportunities: Flexible telework options are available for administrative and planning tasks.
- Professional development support: Access to training in safety management, and NPS-wide youth and volunteer networking calls.
- Mentorship role: Potential to mentor new interns or seasonal staff and assist with onboarding and volunteer development.
- Volunteer.gov administrator experience: Opportunity to manage volunteer recruitment and data using the NPS's primary volunteer platform.
- Community engagement: Collaborate with local schools, station partners, veterans groups, and municipal agencies.
- Unique regional experience: Opportunities to explore Pennsylvania's historic anthracite coal region, rail history sites, and natural areas.

**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.

**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.

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](mailto: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.***