



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, Fort Sumter and Fort Moultrie National Historical Park - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 1214 Middle Street, Sullivan's Island, SC, 29482s

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.

FOSU comprises of three separate historic sites (Fort Sumter, Fort Moultrie, and the US Coast Guard Historic District) with staff present at two visitor centers and two forts. Ferries are the only way visitors access Fort Sumter, which is in Charleston Harbor. Volunteers are an integral part of the park team and work at all sites. They focus primarily on visitor engagement providing programming, safety information, and basic area information. They also assist with living history (special events) and projects. The volunteer program consists of between 40 to 50 regular members.

The CVA will play a vital role engaging with the local community and assisting the park with preparations for America's 250th anniversary. They will be responsible for recruiting individuals and groups to assist with projects that will have an impact on the anniversary celebration. They will work with staff to bring a greater awareness of park events and history of the sites. The incumbent will help build and guide the volunteer program for years to come.

Description of Duties:

- Assist with special events.
 - First Shot – First battle of the American Civil War
 - Carolina Day – Marquee event for the state/city that celebrates the 1776 battle
 - Naturalization – several events partnering with Citizenship and Immigration Services
 - Others TBD
- Monthly social media post
- Conduct a presentation on the CVA program and projects
- Conduct formal and informal programming
- Organize and lead special volunteer beautification projects at Fort Moultrie
- Assist staff with the Kids-to-Park education program
- Participate in planning meetings
- Assist with National Park Week
- Assist with the cannon preservation project
- Plan a volunteer recognition event
- Represent the park at off-site community events
- Assist with volunteer paperwork, budget, and supplies
- Work to recruit new VIPs and identify new VIP opportunities
- Help to establish a 5-year work plan
- Work closely with supervisor and volunteer coordinator

Qualifications:

- Responsible
- Adaptable
- Flexible
- Communicative
- Organized
- Positive attitude
- Team player
- Mission oriented
- Takes pride in their work
- Has fun candidate
- 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:

- Public speaking
- Communication skills
- Positive mindset

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

Charleston has been identified as one of the five signature sites in the country for America's 250 anniversary. The Battle of Sullivan's Island has also been identified as the premier event for the state of South Carolina and Charleston. Some weekend work will be required to assist with park special event, offsite community events, and volunteer projects. They incumbent will work closely with all park divisions, management, and partners like the Friends Group. There is no park housing and a driver's license is required.

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.