



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, Independence National Historical Park - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 143 S 3rd St, Philadelphia, PA 19106

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.

The Community Volunteer Ambassador (CVA) position at National Parks of Philadelphia plays an important role in advancing the park's commitment to volunteerism and community engagement. With the upcoming America 250th celebration, the park is prioritizing unique opportunities in community engagement and volunteering. The CVA will help in the development of new programs, assisting with the coordination of events, and supporting the community engagement team in exploring new initiatives.

In this role, the CVA will help organize more routine volunteer events that foster a sense of community pride and connection to our shared history. By collaborating with local organizations and engaging varied groups, the CVA will enhance our community partnerships and ensure that volunteer efforts align with the park's mission to preserve and promote the significance of the National Parks of Philadelphia. This position offers an opportunity to make a lasting impact on the park and the communities it serves.

The National Parks of Philadelphia consists of four separate units that are unified in management but

have unique enabling legislation. Independence National Historical Park is the largest and contains iconic Philadelphia landmarks such as the Liberty Bell and Independence Hall. The other units — Edgar Allan Poe National Historic Site, Thaddeus Kosciuszko National Memorial, and Gloria Dei National Historic Site — each tell their own unique stories.

The collage of stories and historic sites within the National Parks of Philadelphia creates volunteer and community engagement opportunities for varied audiences. Our volunteer program consists of opportunities with the Interpretation, Facility Management, and Resource Stewardship Divisions and has approximately 260 volunteers contributing 10,000 hours of service a year.

Description of Duties:

- With guidance from, and working with, the parkwide Community Engagement and Volunteer Program Manager and Community Engagement Coordinator design, implement, and manage regular-reoccurring and single-day volunteer events focusing on park beautification and community engagement.
- Assist Volunteer Program Manager and Community Engagement Coordinator in planning and coordinating national service days (National Public Lands Day, National Trails Day, etc.) in the park(s).
- Collaborate with the volunteer program management team to design and implement training for park staff supervising volunteers.
- Recruit, train, and help support volunteers.
- Assist with the creation, launch, and management of internal and external communications and social media to promote and celebrate volunteer contributions to the park's mission.
- Be a contributing member of our A250th Committee and assist the National Parks of Philadelphia in connecting with various communities and organizations across the city in preparation for the America 250th celebration.
- Help identify local organizations to collaborate with in hosting and promoting events and volunteer opportunities.
- Work with a wide range of organizations to support initiatives and events related to the 250th celebration.
- Work alongside volunteer Independence Park Ambassadors to engage with park visitors and community members, providing information about park programs, history, the local area, and volunteer opportunities.
- Assist the Interpretation Division in organizing educational and youth-focused activities that connect visitors to the park resources.
- Other duties TBD based on candidate's skills and interests.
- Attend a mandatory National Early Service Training, hosted by Stewards/NPS Staff, in November 2025, specific dates, TBD.

Qualifications:

- Demonstrate a passion and willingness to learn about community service, environmental stewardship, and public history.
- Use Microsoft Suite to complete daily tasks.
- Flexibility: Willingness to adapt to changing needs and priorities, especially leading up to the America 250th celebration.
- Ability to work collaboratively with park staff, volunteers, and community partners.

- Interest in working in an urban park setting
- Interest in working with youth or volunteers
- 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:

- Strong verbal and written communication skills for engaging with varied audiences, including volunteers, visitors, and local organizations.
- Strong organizational abilities to manage multiple tasks and events effectively.
- Associate or bachelor's degree preferred
- Local Philadelphians encouraged to apply!

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

- Park housing provided at no cost with a private room in a shared unit. Housing is within walking distance of park offices.
- Dedicated workspace in the same office as the supervisor for this position.
- Networking opportunities throughout the NPS and Philadelphia region.
- Once in a lifetime opportunity to contribute to America 250 celebration!

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.