



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, Mammoth Cave National Park - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 1 Mammoth Cave Parkway, Mammoth Cave, KY 42259

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.

Mammoth Cave National Park (MACA) is home to the world's longest known cave system, stretching over 426 miles of explored passageways with countless more awaiting discovery. Located in central Kentucky, the park boasts a rich cultural and natural heritage, featuring unique geological formations, diverse ecosystems, and a fascinating history of human interaction with the cave. The park provides opportunities for cave tours, hiking, camping, and educational experiences, making it a hub for adventure and learning. However, with over 83 miles of surface trails, 36 miles of waterways, and 426 miles of cave trails requiring regular upkeep, the park faces staffing challenges and a recurring backlog of maintenance. To help tackle this backlog, the park relies heavily on the volunteer program.

MACA benefits greatly from partnerships with volunteer groups such as the Cave Research Foundation, National Speleological Society, Southwest Kentucky Mountain Bike Association, Backcountry Horsemen of Mammoth Cave, Sierra Club, American Hiking Society, and Wilderness Volunteers. These groups collectively contribute thousands of hours annually to critical trail maintenance projects. Additionally, NCCC AmeriCorps teams have supported the park's trail coordinator between 2019 and 2021, helping address deferred maintenance. In addition to utilizing

these dedicated groups of volunteers, The Volunteer Program Coordinator actively pursues opportunities to build new partnerships with and communities from locally and beyond.

The Community Volunteer Ambassador (CVA) will work closely with the primary site supervisor to strengthen and expand the park's volunteer program. This position focuses on creating a comprehensive 5-year volunteer management strategy while recruiting and coordinating volunteer efforts to support park projects. The CVA will collaborate on developing training materials, conducting needs assessments, and implementing policies to enhance volunteer engagement. Additionally, they will assist with communications, recruitment, and project leadership, gaining valuable experience in volunteer program management and trail maintenance project coordination. Through active involvement in planning and outreach, the CVA will contribute to the park's mission and foster community connections.

Description of Duties:

- Develop a 5-year volunteer program management strategy, including:
 - Identifying park staff to serve as volunteer supervisors
 - Creating policy training for volunteer supervisors and project leaders
 - Conducting ongoing volunteer needs assessments
 - Recruiting for volunteer positions
 - Coordinating and leading volunteer groups in completing park projects
 - Implementing the park's local volunteer policy
 - Developing a volunteer handbook for onboarding orientation
- Receive training in areas of interest and lead projects related to professional development.
- Recruit for projects via:
 - Volunteer email distribution lists
 - Social media and website posts
 - Volunteer.gov
- Notify Park management, staff, interns, volunteers, and partners of volunteer activities and events at least a week in advance.
- Collaborate with the communications office to develop content for the park's social media accounts.
- Assist the primary supervisor in:
 - Preparing recruitment documents (e.g., volunteer service descriptions, agreements, and risk assessments)
 - Managing correspondence through the volunteer program email account
 - Answering program office calls
 - Supporting volunteer supervisors with interviewing and selecting volunteers.

Qualifications:

- Work Ethic and Attitude:
 - Strong organizational and time-management skills.
 - Ability to work independently and collaboratively in a team environment.
 - Outgoing, friendly, and approachable demeanor.
 - A proactive and solution-oriented mindset.
- Communication Skills:
 - Excellent verbal and written communication abilities.

- Comfort with public speaking and engaging with various groups of people.
 - Strong event planning and coordination skills.
- Technical Skills:
 - Basic proficiency with computer applications, including email and social media platforms.
 - Office skills such as printing, making copies, scanning, digitizing, filing, and compiling papers.
 - Willingness to learn new tools and software as needed.
- Physical Requirements:
 - Ability to perform light physical tasks, such as walking trails or carrying materials.
 - Possession of a valid driver's license and access to a reliable personal vehicle.
 - Residence within the local commuting area.
- Knowledge:
 - Familiarity with Mammoth Cave National Park and its surrounding communities.
 - Understanding of park policies and regulations.
 - Awareness of the Volunteers-In-Parks (VIP) program and its policies.
- Additional Qualities:
 - Passion for community engagement and environmental conservation.
 - A positive attitude and willingness to take on challenges.
- 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:

- Willingness to work weekends and evenings
- Local applicants familiar with Mammoth Cave National Park and surrounding communities.
- Strong public speaking skills and ability to confidently engage with audiences.
- Highly effective communication skills, both written and verbal.
- Experience in engaging with the general public and fostering community connections.
- Demonstrated experience coordinating events or leading group activities.
- Background in volunteer program management or similar roles.
- Knowledge of park policies and the Volunteers-In-Parks (VIP) program.
- Proficiency in using social media platforms for outreach and communication.
- Skills in organizing and managing projects with attention to detail.
- Enthusiasm for environmental conservation and community engagement.

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

- Must be willing to work weekends and evenings during volunteer service events to ensure their success.
- Possess a valid driver's license and an insured, reliable personal vehicle.
- Reside within the local commuting area to facilitate coordination and engagement.
- Successfully pass a Tier I background investigation to acquire access to government computers and networks.
- Recruit and lead at least five National Service Day events during the program.
- Collaborate with park programs to identify priority needs for each service event.
- Develop and implement event workplans and safety plans for service events.
- Prepare and submit event reports summarizing the outcomes and impact.

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

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.