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PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> Application form requires a resume, cover letter, professional references.

Community Volunteer Ambassador – Redwood National and State Parks

Location: Orick, CA

Position Details:

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 a diverse group of emerging leaders to assist park units in building lasting connections to communities.

The CVA intern will provide overall volunteer program support while expanding capacity for the current program here at REDW. Recruit volunteers from the local communities helping to rebuild REDW's volunteer program that dwindled with the pandemic. Compose social media posts to recruit and promote volunteer program areas, write up volunteer program happenings and information for park management and volunteer managers, take photographs of volunteers in action for recognition and to highlight program accomplishments. Attend outreach events, post recruitment flyers, respond to volunteer inquiries, and work with the volunteer coordinator to make a schedule. New program development in the park that would expand the volunteer opportunities available.

Site Description

Redwood National and State Parks is home to the world's tallest trees. Situated in northern California right along the Pacific Ocean the park is home to an extensive area of the old-growth coast redwood forest, creeks and rivers, and oak woodlands. Home to many different types of animals, some of which rely completely on the redwoods for their survival. The northern most area of the park is only 20 miles from the Oregon border with small towns and cities just outside of the park boundaries. Despite the popularity of the park for volunteering the current volunteer program is not very robust. The pandemic and change of volunteer coordinator duties majorly impacted the park's volunteer program, so we are working on rebuilding our numbers through recruitment both in the park, at community events, and on Volunteer.gov.

Position Responsibilities:

- Edit, update, and create volunteer opportunity postings on Volunteer.gov.
- Attend a minimum of 10 outreach events.
- Create and post flyers in local communities.
- Update or create position descriptions and Job Hazard Analysis for volunteer positions.
- Create handout materials for park visitor centers, local community sites, and for outreach.
- Assist with the development of an outreach strategy that will guide future recruitment efforts.
- Assist with the development of a volunteer program policy and handbook.
- Expand volunteer opportunities at REDW.

CVA Minimum Requirements:

- Personal vehicle.
- At least a year of college completed, ideally a college degree (associates or bachelors).
- Self-motivated, hard worker.
- Outgoing, friendly.



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- Works well in a group setting.
- Good communicator.
- Competency with office equipment.
- Experience with digital media creation.
- Experience with various social media platforms.
- Ability to live in a remote environment.
- Participate in the CVA National Early Service Training in March 2025 (date TBD)
- Be a U.S. citizen or lawful permanent resident.
- Be 18-30 years old at time of service (veterans up to 35 years old)
- High School Diploma/GED
- Pass fingerprint-based FBI, state criminal, and a national sex offender checks.
- Be able to provide proof of a driver's license and complete a MVR check
- Must be over 21 years old or have had license for at least 3 years to be insured in this position

Preferred Qualifications:

- Public speaking experience.
- Comfortable being in crowds, talking to large groups.
- Ability to create flyers, handouts, signs, and other digital media.
- Knowledge of and experience with social media platforms.
- Effective communication skills.
- Creative
- Flexible
- Excitement for position, volunteers, and new experiences.
- Self-motivated and a leader.
- Ability to walk trails, stand for extended periods of time, lift and transfer items that may weigh up to 40lbs.
- Organized
- Familiar with Word, Excel, Publisher, Canva, PowerPoint, Teams, etc.

Additional Information:

Park housing is provided for the CVA, REDW's housing policy does not discriminate and accepts all individuals no matter of their sexual orientation or accessibility needs, all are welcome. The house is off Highway 101 just a couple of miles north of Orick, surrounded by trees and prairie where the elk often roam. It is quiet, private, and updated on the interior just this past year. There are 4 bedrooms, 2.5 bathrooms, living room, kitchen, central heat, fully furnished, and all utilities are paid for. The position requires the CVA to have their own transportation to and from their residence to their office which is located 4 miles away. The closest town with amenities is 28 miles south, which has grocery stores, restaurants, library, gas stations, and other businesses. Within a couple of minutes of driving from their office or house are many hiking trails that go through the beautiful old-growth redwoods in the park. The whole area is surrounded by beauty, the Pacific Ocean is within walking distance from their office and there are several other federal or state park areas within a short driving distance from the park.

Working weekends will be required, at least most of the time, so that community events/outreach can be attended. Typical work week will be 40 hours per week, working Friday through Tuesday with some flexibility to the schedule for certain events, outreach, park program shadowing, etc. REDW has a very unique partnership with California State Parks where we work closely with one another to manage the park, there will be opportunities to work with this park partner as well as many other partners, organizations, non-profits, etc. in the area.



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Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$7,395.00 (pre-tax) upon successful completion of the program
- \$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.

How to Apply

Please visit [Community Volunteer Ambassador \(cva.legacy.org\)](https://cva.legacy.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

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Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with diverse populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early November. Final deadline is **Sunday, December 8, 2024.**

For Application Questions:

Please contact James Gasaway, Program Director at jgasaway@conservationlegacy.org

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, 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 a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.