



**CONSERVATION
LEGACY**



Community Volunteer Ambassador - John Muir National Historic Site/ Eugene O'Neill National Historic Sites

Location: Martinez, CA

Program Details:

Stewards Individual Placements 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 local communities.

Community Volunteer Ambassadors (CVAs) support Volunteer-in-Parks programs at National Park Service sites nationwide. This ranges from National Park, National Monuments, National Battlefields, National Historic Sites, National Recreation Areas, and more. The Community Volunteer Ambassador Program was developed to support NPS sites in connecting with their local communities through service and to provide young adults with a professional development opportunity within the National Park Service. CVAs provide capacity for NPS sites to establish community partnerships, develop new volunteer opportunities, and build volunteer program resources.

Site Information

The John Muir NHS (JOMU) is the former home of naturalist and advocate John Muir and his family. Located in the east-bay community of Martinez. Once a rural location encompassing more than 2,000 acres, the park is now effectively an urban site of just under 400 acres, including orchards, natural areas, and the family cemetery of Muir and his family. JOMU is enveloped by communities representing a wide spectrum of social and economic demographics and we strive to engage with all from these communities. JOMU is fortunate to have a diverse staff who are dedicated to engaging our diverse local communities including youth and vulnerable people. Our park has a long and successful history of engaging and retaining volunteers (VIPs) of all ages and backgrounds, however since the end of the pandemic recruiting and managing VIPs across multiple park divisions has been challenging. We hope the Community Volunteer Ambassador (CVA) will be the nexus for all park-wide VIP efforts and be able to engage in active outreach and recruitment of VIPs, which existing staff currently does as time permits.

Position Summary

The selected CVA will assist the park with coordinating our existing volunteer programs at JOMU into a cohesive and well-organized program overall. The CVA will be responsible for engaging existing VIPs on a regular basis, recruiting new VIPs from local communities through virtual and in-person outreach modalities (ie email, social media, video calls, tabling events, etc.) and overseeing VIP projects and events at JOMU and possibly our other park units, under the supervision of the park CVA Supervisor(s).

Position Responsibilities:

All responsibilities will be accomplished with the support, supervision, and guidance of the park CVA Supervisor(s):

- Coordinate and communicate with existing VIPs.
- Recruit new VIPs through a multitude of outreach means.
- Onboard new VIPs.
- Identifies potential VIP activities and solicits input from park supervisors for new VIP projects/opportunities.

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- Manage the daily, weekly, or monthly schedules of VIPs, with input from respective park division leads.
- Track VIP hours and report out at end of year.

CVA Minimum Requirements:

- Be organized and detail oriented, particularly with record keeping.
- Have basic familiarity with computers, programs, and online systems. Social media experience is a plus.
- Previous experience working with others, particularly those of diverse and vulnerable backgrounds is desirable.
- Participate in the CVA National Early Service Training in early April 2023
- 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

- Be mature, well-spoken and presentable during work hours, especially at recruitment events.
- Have a positive, non-judgmental, can-do attitude towards all potential VIPs and their work.
- Be a "people person" who genuinely enjoys working with others.

Benefits:

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,495.00 (pre-tax) upon successful completion of the program
- Professional development funds
- 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.

Additional Information

- JOMU has no park housing options, so the CVA candidate will need to arrange their own lodging accommodations.
- CVA will also need to have their own transportation to/from work, presumably a car but public transit is also an option (a bus stop is located at the park).
- Work schedule will be mostly M-F, 40 hours/week, but occasional weekend VIP events may necessitate working Sat or Sun.
- JOMU is one of four urban NPS park units managed by the same staff, and opportunities to engage with staff and VIPs from these other park units will likely be an opportunity to engage with or at minimum observe how volunteer management is successful at those units and in their respective communities.

How to Apply

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



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The CVA position will start on **Monday, February 6th, 2023**, and run for 50 weeks until Friday, January 19th 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application>. 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 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

Please submit your application by **Friday, December 9th** to ensure full consideration.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@conservationlegacy.org

Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.