



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, Rocky Mountain National Park - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 1000 US Hwy 36, Estes Park, CO 80517

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.

Rocky Mountain National Park is the fifth most visited national park in the country and operates the fourth largest park-based volunteer program in the country. With approximately 650 volunteers serving around 80,000 hours each year, many park operations use the support of volunteers. At Rocky, you can find volunteers at the front desk of our visitor center, greeting visitors at trailheads, manually removing invasive vegetation, and much more. The Volunteer Program is based on the east side of the park, and many of our volunteers live in the gateway towns of Estes Park and Grand Lake, Colorado. Rocky's volunteers also come from all over the Colorado Front Range, sometimes driving one or two hours to reach their service location. While we recruit new volunteers each year, many of our volunteers have served at the park for many years.

The Community Volunteer Ambassador at Rocky Mountain National Park will support the Volunteer Program in a number of ways, including assisting volunteers with completing digital forms on Volunteer.gov, planning volunteer recognition strategies, organizing volunteer events, assisting with annual reporting, maintaining trainings for volunteers, and more.

Description of Duties:

- Maintain a high standard of customer service to the park's ~650 volunteers.
- Project based work will vary throughout the term, including updating trainings, writing Standard Operating Procedures (SOPs), conducting needs assessments, and more.
- Work with NPS staff to track paperwork completion, and contact volunteers who may need assistance with completing their paperwork.
- Participate in volunteer recognition, including assisting with the organization of recognition events, distributing thank-you cards, selecting recognition gifts, and more.
- Aid in communication efforts with volunteers, including answering emails, phone calls, and hosting monthly volunteer meetings.
- Track volunteer hours through timesheet management and approving hours entries on Volunteer.gov.

Qualifications:

- CVA must be comfortable working with people, including in person, over the phone, and via email. CVA will make regular phone calls and send emails to volunteers on a daily basis.
- CVA must be patient, empathetic, and friendly when working with volunteers, staff, and members of the public.
- CVA must be capable of working at a computer for long hours; the nature of this work is primarily sedentary.
- CVA should be able to work independently and as part of a team.
- CVA must be able to multi-task and remain productive in a busy environment with regular interruptions.
- 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:

- Effective communication skills
- Friendly demeanor and consistent customer service
- Proof-reading or editing text
- Creating social media content
- Editing videos
- Managing a budget
- Working with Excel, Word, PowerPoint, and Forms

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

CVA will be able to experience the "slow" and busy season at the fifth most-visited national park in the country. Estes Park is a tourist town that is busy in the summer and on shoulder season weekends. In the winter, it is a quieter community of mostly locals. Basic necessities are available in Estes Park, with a wider range of services approximately one hour away. CVA should have a personal vehicle for travel around town. Recreation opportunities include hiking, snowshoeing in the winter, backcountry skiing, rock climbing, fishing, camping, and more.

The CVA will live in a studio apartment that includes, a full bed, kitchen, basic furniture (couch, chairs, kitchen table, lamps), and a full bathroom. The studio does not have AC, but it does not often get warm enough to need it; a fan and open windows suffice. Internet is available. No TV provided. The housing is a 5-10 minute walk from the work site. CVA will live alongside other interns and seasonal employees, so there is ample opportunity for socializing. Coin-operated laundry is 100 yards away.

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.