PLEASE NOTE: All applications must be submitted through this link - https://form.jotform.com/StewardsIPP/cva-member-application-2027

Position Title: Community Volunteer Ambassador – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Salem Maritime National Historical Park

160 Derby Street, Salem, MA 01850

Terms of Service:

- **Start Date: 2/22/2027**
- **End Date: 2/4/2028**
- **AmeriCorps Slot Classification: 1700 Hours (50 Weeks)**

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. 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.

This position at Salem Maritime National Historical Park (SAMA) will be an opportunity to develop career skills in a varied and fast-paced environment. The CVA helps develop and explore creative interdisciplinary ways to support existing park volunteers, as well as engage with new individuals interested in volunteering.

Volunteers play an important role in the success of park programs at Salem Maritime National Historical Park. A large group of skilled volunteers meet twice a week to help with

maintenance and special projects on the Friendship of Salem, a replica wooden trade ship. Park volunteers also serve the public in many other ways too. Volunteer members of our Visitor Experience and Community Engagement workgroup help greet visitors and plan their experience at the Salem Armory Regional Visitor Center, while other volunteers provide informal and formal interpretive programs along the historic waterfront in Salem. Other weekly volunteers provide specialized behind-the-scenes help. Curatorial volunteers help maintain the park's collections and library.

In addition to weekly volunteers, the park also has connections with groups for special event volunteering opportunities. Youth group volunteering programs, such as clean-up days, happen throughout the spring and summer. Other volunteers make a point to work at the Visitor Center during the busy October season.

Description of Duties:

The CVA at Salem Maritime, with the Supervisor's guidance, will engage with the park's long-term and newly developed partners and serve closely with them to make connections all through the city of Salem. This position will help sustain current volunteering initiatives, serving with park staff to ensure all park volunteers have appropriate training, guidance, and support to fulfill their work. The CVA will help create a welcoming environment that will engage active volunteers and help with the retention of qualified individuals.

In addition to supporting current volunteers at the park, the CVA will serve closely with the park staff to identify new potential volunteers throughout the local community. Drawing on the energy around upcoming special events, including America 250, the CVA will expand current collaborative work with other community groups and expand our network of potentially interested volunteers.

Responsibilities:

- Support existing volunteer team members, including offering guidance and training to improve their volunteer experience.
- Communicate important information and ongoing research with park volunteers to provide critical guidance.
- Explore and develop new volunteer opportunities at the park, including recurring volunteer positions and one-off support for special events. This will include collaborating with a wide variety of park staff across workgroups to identify park needs.
- Track volunteer hours and provide monthly reports for park leadership.

Qualifications:

- Associate's degree required.

- Outgoing, friendly, comfortable with public speaking
- Willing to serve across groups as part of a larger team.
- Comfort serving with individuals of all ages, backgrounds, and skill sets.
- 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 veterans, 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 elementary or 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

- Bachelor's degree preferred
- Driver's license
- Experience working with the public

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work 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. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to Vanessa Morrison at vmorrison@conservationlegacy.org

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break 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 schools.
- Year-long Continuum of Learning supporting participant professional development.
- $750.00 in Professional Development Funds for travel and training.

Additional Position and Community Information:

Salem Maritime offers a unique opportunity to serve closely with a variety of local partner organizations. This close collaboration allows for great networking and job shadowing opportunities.

This position is expected to serve Wednesdays through Sundays.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week (if housing is not provided)
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 10 Days Personal Leave, 10 Days Sick Leave

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.

Program Contact Information:

Please contact James Gasaway at the contact information below with any questions.

Stewards Contact information: James Gasaway, 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.