



**CONSERVATION
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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 – Jewel Cave National Monument

Location: Custer, SD

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 at Jewel Cave will assist with managing the volunteers by keeping volunteer.gov up to date, writing a monthly newsletter, and doing outreach in the community and helping to plan in-park events.

Site Description

Jewel Cave National Monument is a relatively small national monument on the surface, but cares for one of the longest caves in the world at over 220 miles. A majority of the volunteers are cavers who continue to explore the cave, with some interpretive volunteers as well who lead cave tours through portions of the cave and help with special events.

Position Responsibilities:

- Volunteer.gov management (listing new volunteer opportunities, helping volunteers maintain their volunteer status by staying up-to-date on their agreements)
- Working with multiple divisions in the park to determine volunteer needs
- Helping to plan in-park events
- Going out in nearby and far out communities to do outreach to promote the park

CVA Minimum Requirements:

- Proactive individual who can work on projects independently
- One who can also work with teams when planning events
- College degree preferred
- 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:

- Effective communication skills
- Ability to use Word, Excel, Publisher and Adobe
- Experience with event planning and outreach



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Additional Information:

We do provide housing that is apartment-style in-park. This position typically works Tuesdays-Saturdays, and it is ideal to have a drivers license to be able to drive to various outreach events. There are many opportunities to collaborate with other sites in the Black Hills.

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.