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**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

## **Community Volunteer Ambassador – Steamtown National Historic Site**

**Location: Scranton, PA**

### **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 anticipated role for this CVA position is to assist with volunteer program administration, development of safety messaging through digital media, and to provide interpretative and education programs with a mix of community outreach.

### **Site Description**

Located in the heart of Scranton, Pennsylvania, Steamtown National Historic Site preserves and interprets the history of steam railroading in America. The site is home to the historic railroad yard of the former Delaware, Lackawanna and Western Railroad, and includes a working turntable, locomotive preservation shop, and extensive collection of historic locomotives which further the public understanding and appreciation of steam railroading's impact on U.S. industry, commerce, and society.

Steamtown National Historic Site is perhaps one of the most unique sites within the National Park Service with a live railroading program and working in conjunction with an active freight line operation.

Most of the volunteer opportunities at Steamtown are position-based with several locals who volunteer on a recurring basis. Steamtown's volunteer program encompasses visitor services, locomotive restoration, train operations, cultural resources, facilities management, and virtual document transcription. In fiscal year 2023, Steamtown recorded over 200 active volunteers.

In our Visitor Services division, we have volunteers who assist with visitor orientation, education programs, conduct guided tours, provide interpretive programs aboard trains, and take photos and videos on site. These volunteers have a wealth of knowledge about railroading and the local area and are often the first folks our visitors see.

In our Railroad Operations, we have a dedicated crew of about 30-40 volunteers who operate our historic locomotives and bring the railroading experience to life for our visitors. Many of these volunteers still work or have retired from the railroading industry and have a deep, personal connection to the site.

In the Locomotive Shop we have skilled craftsmen working to maintain, restore, and preserve railroading equipment under the supervision of NPS staff. This area of work requires specialized skills and is very hands on, often posing a challenge for recruitment.

In the cultural resources division, volunteers often assist with museum monitoring, research, photography and cataloguing, and even virtual document transcription.



Our facilities management division has historically recruited volunteers to assist with janitorial services, landscaping, and routine maintenance throughout Steamtown National Historic Site. Currently we do not have any active volunteers within this division.

**Position Responsibilities:**

- Assist with managing volunteer program records including, but not limited to, local policy, job hazard analyses, position descriptions, and records retention
- Assist with the development of visual information products (signs, social media content, flyers, etc.) to promote safety messaging
- Assist with the development of programming to promote safety messages intended for the following audiences: general visiting public, education groups, community partners, and train enthusiasts
- Assist with presentation of programming to a variety of audiences
- Serve as a safety ambassador by assisting with the observation of volunteer programs within the park and make recommendations for areas of improvement
- Collaborate with multi-divisional teams for the purposes of developing a cohesive safety messaging campaign
- Develop messaging and graphics intended for a wide variety of audiences and platforms
- Identify safety risks within the park's programming
- Communicate effectively with staff, volunteers, community partners, and the public
- Research policy requirements and guidance to aid in the development and implementation of new messaging campaign

**CVA Minimum Requirements:**

- Demonstrates attention to detail
- Demonstrates a desire to learn new tasks and skills
- Candidate is enthusiastic about industrial heritage, history, and graphic design
- Works well individually and in a team environment
- Ability to be flexible, working both self-directed and alone, and be a positive, contributing member of a group.
- Willing and able to represent Stewards Individual Placement and the NPS in a professional, positive, and enthusiastic manner
- Ability to sit, stand, or speak for long periods of time and walk over uneven surfaces indoors and outdoors in a variety of weather conditions. Intern may also experience exposure to loud noises and hot smoke/cinders.
- Must be comfortable with public speaking and exhibit communication skills with an ability to present information to a variety of audiences.
- Ability to research, prepare, and present various forms of interpretive programs
- Ability to interact and communicate with NPS staff and other volunteers in a professional manner
- Must be safety-minded. Steamtown NHS is an active railroad, we must assume that all tracks are active and that a train can move at any time. Other hazards may present themselves, please exercise caution at all times during your tour of duty. CVA must wear a safety vest whenever traversing the railroad yard.
- Ability to pass required background screening for Personal Identification Verification (PIV) card authorization, including information about previous residences, education, positions, and fingerprinting
- Participate in the CVA National Early Service Training in late November 2024 (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)



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- 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:

- Local to Scranton, PA area
- Possess a reliable method of transportation (car or public transportation)
- Exhibits proactive communication and outreach efforts
- Possess a degree, experience, and/or demonstrated interest in public history, graphic design, marketing, safety, or a related discipline
- Experience with or willingness to learn graphic design programs such as Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.)
- Experience with photography and film for the purpose of content development intended for website and/or social media platforms.
- Experience with or willingness to learn Section 508 compliance (closed captioning, audio description, etc.)
- Bilingual applicants are encouraged and welcome

### Additional Information:

During the internship, candidate will have the unique opportunity to experience behind the scenes how a national park with an active railroad operates. Candidate will have the ability and is encouraged to enjoy train rides offered throughout the duration of their internship in order to make the most of their experience.

There is some flexibility with the CVA schedule to allow for on-site work and remote work as necessary. Due to the nature of park's operation, the intern will be expected to work at least one weekend day on-site when trains are operating (Sep-Dec) and (Apr-Jul).

While Steamtown NHS does not have housing available at the park, we are located within downtown Scranton, Pennsylvania. Apartments and room rentals in the area may start as low as \$950/month. Steamtown NHS will also reach out to nearby universities about housing programs that may be available to community interns.

Depending on the candidate's method of transportation, there are several apartment buildings within the city limits and walking distance to the park, public transportation is also available, and there are several cities surrounding Scranton with similar apartment rates and reasonable commute. Downtown Scranton is serviced by Route 21 of the COLTS bus network and the Lackawanna Transit Center sits adjacent to the park.

### 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 \$6,895.00 (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



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- Week-long in-person training at NPS site with travel/meal expenses covered.

### **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 9, 2024**, and run for 48 weeks until Friday, August 8, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. 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**

Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Sunday, July 7, 2024**.

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.*