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: New Philadelphia National Historic Site, Springfield 1908 Race Riot National Monument

508 South 8th Street, Springfield, IL 62703

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.

New Philadelphia National Historic Site (NEPH) and Springfield 1908 Race Riot National Monument (SPRA) are two recently established National Park sites administered from the Lincoln Home National Historic Site in Springfield, Illinois. The Lincoln Home Visitor Center serves as the primary visitor contact station for both sites.

NEPH, located in rural western Illinois, preserves the site of the nation's first town founded and legally registered by African Americans before the Civil War. SPRA commemorates the 1908 race riot that led to the founding of the NAACP. Both sites are in early stages of development and rely on partnerships, outreach, and community engagement to connect visitors with their nationally significant stories.

The volunteer program at both sites is growing and currently includes a dedicated group of community volunteers. Existing opportunities include volunteer astronomers who support Underground Railroad-themed night sky programs at NEPH and volunteers who assist with SPRA remembrance events like the annual “3 Hot Days in August” luminaria observance.

We have also recently recruited 3 Community Engagement Volunteers who assist park staff in representing both sites at community events, festivals, and outreach programs. As the sites continue to develop, we plan to expand volunteerism through new initiatives focused on community engagement and partnership-driven programming.

Description of Duties:

The Community Volunteer Ambassador for New Philadelphia National Historic Site and Springfield 1908 Race Riot National Monument will support the Interpretation Division in building a sustainable volunteer program at these new National Park sites. The CVA will help expand existing volunteer opportunities, develop new roles that reflect community interests and needs, and engage communities that have been underrepresented in park volunteerism. Responsibilities will include recruiting and supporting volunteers, coordinating schedules, administrative tasks, developing volunteer-led programs, and planning outreach activities with schools, community organizations, and local partners. The CVA will also help organize volunteer recognition events, coordinate volunteer participation in special events and commemorations.

In addition, the CVA will support the “Our Past, Our Voices” citizen storytelling project, in partnership with Illinois College and University of Illinois-Springfield. They will help recruit volunteers, coordinate volunteer workshops, and facilitate volunteer-led first-person historical storytelling.

Responsibilities:

- Assist with general management of volunteers, including volunteer scheduling, tracking volunteer hours, tracking volunteer training certifications, etc.
- Volunteer recruitment - Assist with development of new and growing volunteer opportunities, including those built in partnership with local partners.
- Assist with developing the Community Engagement Volunteer program.
- Assist with developing and implementing the “Our Past, Our Voices” citizen storyteller workshops and volunteer-led “Storytelling Stations” at outreach events.

- Event planning, such as volunteer appreciation events and annual commemorations like “Free Frank Freedom Day” and “3 Hot Days in August.”
- Planning and leading community outreach.

Qualifications:

- Friendly, outgoing, and comfortable speaking with strangers.
- Professional and able to keep projects organized.
- Able to serve well in team with a fail-forward mindset, wherewe see mistakes as opportunities to grow.
- 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

- Local applicants.
- Bachelor's degree or other post-high school education.
- Strong communication skills.
- Comfort talking about difficult histories with the public,including slavery and racial violence.
- Familiarity with writing for social media and the web.
- Experience engaging people of various cultures, ages, abilities, and backgrounds.
- Experience providing community outreach services.
- Able to drive or possess a state-issued driver’s license.

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:

Because NEPH and SPRA are new National Park units, the CVA will have a rare opportunity to help build a volunteer program from the ground up. We will help them develop this unique skillset which is transferable to a range of professional fields that rely on volunteers.

Schedule may require occasionally serving on weekends, evenings, or holidays. The position requires a driver's license, though the CVA will drive a government vehicle. No park housing is available, though there are many housing options available nearby. Park staff can help find affordable housing options.

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.