



**CONSERVATION
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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 – Stones River National Battlefield

Location: Murfreesboro, TN

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 will have the opportunity to build upon the successes of past interns and create their own unique contributions to addressing park needs. The CVA will work closely with other park divisions to master the skills necessary to lead volunteers in the tasks they perform to support the park. The CVA will lead analysis of current opportunities and their utilization/effectiveness, and work with division teams to enhance existing volunteer assignments or develop new ones to best meet park needs. This effort will include a review of all volunteer position handbooks and development of handbooks (including JHA's) for new opportunities.

The CVA will manage the Adopt-A-Section program coordinating the efforts of current groups and recruiting additional groups to ensure regular cleaning of historic headstones in Stones River National Cemetery. The CVA will also have the opportunity to coordinate with the African American Heritage Society of Rutherford County and other community organizations to assist them in developing a volunteer program, based on Adopt-A-Section, to manage the Benevolent Cemetery.

A primary focus of the CVA will be connecting youth organizations to the battlefield through volunteerism. The CVA will develop project and individual opportunities and present outreach programs to develop connections with local schools and youth organizations.

The CVA will assist in the planning, preparation, and management of at least six community volunteer projects throughout their term. The CVA will develop skills in planning, organization and leadership working with the primary supervisor and other park staff and will ultimately plan and manage at least two projects independently.

Site Description

Stones River National Battlefield preserves and interprets nearly 700 acres of landscapes associated with the Battle of Stones River fought from December 31, 1862, through January 2, 1863. The battle resulted in nearly 24,000 casualties and resulted in a Union victory needed to support the Emancipation Proclamation as it took effect. Park staff also connect visitors with the park's natural resources and historic events ranging from the Trail of Tears to the Reconstruction Era. The park's volunteer program supports nearly every facet of park operations with a robust cadre in recurring volunteers and wide range of project-based opportunities throughout the year. 1200-1300 volunteers participate in the program annually contributing 12,000 or more hours of service per year.



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Position Responsibilities:

- Review, revision, and development of position descriptions, job hazard analyses and volunteer handbooks.
- Coordinate with other divisions to assess volunteer needs and opportunities and develop position descriptions, job hazard analyses, and handbooks.
- Assist in recruitment, applicant review, onboarding, training and supervision of individual volunteers.
- Assist in administering the volunteer program including managing required documentation, hours tracking, and recognition.
- Assist in planning and managing volunteer projects. CVA will independently plan and lead at least two community volunteer projects.
- Manage the Adopt-A-Section program.
- Develop youth focused volunteer opportunities and perform outreach services to recruit participants.
- Have fun and learn a lot while working with a vibrant group of volunteers!

CVA Minimum Requirements:

- Ability to Work Independently
- Willingness to Accept New Challenges
- Ability to Walk Distances of up to a Mile and Carry Loads of up to 25 Pounds
- 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)
- 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:

- Interest in exploring opportunities to make interpretation of park resources and stores more inclusive.
- Effective Communication Skills
- Leadership Experience

Additional Information:

Housing is available on site. The park has two 3-bedroom ranch houses that normally allow three people to reside in each house with a private bedroom and sharing of the bathrooms and other common areas. Houses have central heat/air conditioning, 1 1/2 baths and a laundry room.

The park pays for basic utilities and limited WiFi (not suitable for streaming) is available.

As a small park that relies heavily on volunteers supporting all operations, our CVA will gain valuable experience in the performance of a wide range of assignments that are critical to managing a National Park Service unit.

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



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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 \(cvinternships.org\)](https://cvinternships.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.

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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 June. Final deadline is **Sunday, July 7, 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.