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: Klondike Gold Rush National Historical Park - Seattle Unit

319 Second Avenue South, Seattle, WA 98104

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.

The Klondike Gold Rush National Historical Park – Seattle Unit (KLSE) is located in the Pioneer Square National Historic District in downtown Seattle. KLSE oversees volunteer programs at the KLSE visitor center, the Bainbridge Island Japanese American Exclusion Memorial and the Trails & Rails Program. The Trails & Rails Program runs two Amtrak routes, one on the Coast Starlight down to Portland and back, and the other on the Empire Builder going out to Wenatchee and returning the following day and provides interpretation of the surrounding areas to passengers during the trip. At the Visitor Center,

there are several different volunteer positions including interpretation, library management and museums.

Description of Duties:

The Community Volunteer Ambassador (CVA) will provide overall volunteer program support to KLSE by assisting the Volunteer Program Manager with priority programs. In particular, the CVA will support and help implement priority projects identified in the volunteer program needs assessment.

Responsibilities:

- Assist the Volunteer Program Manager with implementing recommendations from the KLSE Volunteer Program Needs Assessment.
- Identify and develop meaningful volunteer opportunities across KLSE programs and work groups.
- Participate in KLSE staff meetings, trainings, volunteer events, and other professional development opportunities.
- Support volunteer recruitment, management, and hours tracking through Volunteer.gov.
- Assist with the continued development and support of the Trails & Rails program and its 46 volunteer guides.
- Support communications and outreach for the Volunteer-In-Parks program, including volunteer newsletters, recruitment materials, and volunteer stories.
- Support volunteer recruitment and outreach efforts, including community events and tabling opportunities.
- Develop long-term volunteer program tools, resources, procedures, and documentation that can be maintained after the position.
- Pursue professional development and cross-training opportunities related to volunteer management, interpretation, visitor services, community engagement, and public lands.
- Develop and pursue individualized professional and personal development goals in collaboration with the supervisor.

Qualifications:

- Interest in volunteer management, community engagement, public lands, conservation, or serving with the National Park Service.
- Enjoys working with people and building positive relationships with staff, volunteers, community partners, and visitors.
- Strong communication and interpersonal skills, with a willingness to listen, ask questions, and learn from others.
- Curious and willing to learn new things, try new approaches, and take initiative.
- Comfortable receiving feedback and using it as an opportunity to learn and grow.
- Works well as part of a team and contributes to a positive, respectful, and

supportive service environment.
- Able to work with people from a variety of backgrounds, experiences, and perspectives.
- Organized and able to manage multiple projects and responsibilities while following through on commitments.
- Comfortable serving independently while also knowing when to ask questions or seek support.
- Interested in developing both personally and professionally through training, mentorship, hands-on experience, and new challenges.
- Ability to serve a 40-hour Sunday - Thursday schedule in downtown Seattle.
- 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

- Experience engaging with the general public in a welcoming, helpful, and professional way.
- Strong written and verbal communication skills.
- Experience working with people from a variety of backgrounds, ages, and experiences.
- Interest or experience in volunteer recruitment, coordination, or volunteer program development.
- Experience using social media, newsletters, websites, or other communication tools to share information with the public.
- Local applicants familiar with the Seattle community and local organizations are encouraged to apply.
- Experience working on projects that require organization, follow-through, creativity, and collaboration.

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:

This position is a Sunday through Thursday position. There is no housing available, but park staff can help with finding housing if needed. Local housing allows for commuting via public transportation. Our site provides the opportunity to collaborate with Bainbridge Island Japanese American Exclusion Memorial (BAIS), and the Outdoor Recreation Information Center (ORIC), which is a ranger station located inside the local REI.

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.