



**CONSERVATION
LEGACY**



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 – St. Croix National Scenic Riverway

Location: Saint Croix Falls, WI

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 be instrumental in working with SACN and Conservancy staff in all divisions and areas to identify and prioritize volunteer needs, service descriptions, training needs, and develop a recruiting and implementation plan so that the volunteer program can grow and be sustainable. Building off the groundwork from previous CVA position, the new CVA will continue to expand the program, while helping set up the program for sustainable success. Through familiarizing themselves with the site, meeting with staff, and immersing themselves in our volunteer program, the community, and training through Conservation Legacy, the CVA can use their unique perspective to help guide the program toward achievable and sustainable steps to meet the goals listed above. Additionally, the CVA position would be a great help to our use of volunteer.gov by tracking and testing new updates and features, brainstorming how it can integrate into our joint program, and connect with volunteer.gov staff and other joint partners to strategize.

Site Description

The St. Croix and its main tributary, the Namekagon River, make up the St. Croix National Scenic Riverway. The Riverway encompasses 200 miles of free-flowing river gliding and rushing through forested lands. The Riverway forms the border between Wisconsin and Minnesota, and weaves through state parks, state forests, county parks, and private land.

The Riverway Volunteers program is co-managed by St. Croix National Scenic Riverway and Wild Rivers Conservancy, the park's official non-profit partner. This joint program was established in September 2022 by management members of each organization. Through this partnership, both organizations can grow and sustain a solid volunteer base, reach a wider audience, strengthen existing community partnerships and build new ones, become more resilient and adaptable as a program, and access shared resources to achieve their missions.

A team of staff from both organizations work together to oversee this new program in its mission to provide meaningful experiences for people to actively conserve and enhance the St. Croix National Scenic Riverway and to help others explore and discover this national park. The volunteer program is rapidly expanding, with river based and land based volunteer opportunities for everyone.

Position Responsibilities:

In collaboration with the Volunteer Coordinator, the CVA will assist with the following:

- Develop and expand a robust, collaborative volunteer program.
- Build on-going relationships between National Park Service, the Conservancy, and community partners, such as local schools, corporate groups, other nonprofit organizations

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- Develop and implement procedures for recruitment, onboarding, supervision, and reporting of volunteers
- Work directly with NPS and Conservancy staff to maintain an on-going list of volunteer opportunities
- Serve with the volunteer coordinator as the face of the Volunteer Program for current and prospective volunteers.
- Assist the volunteer coordinator with development of trainings for volunteers and volunteer supervisors.
- Assist the volunteer coordinator with record keeping of the volunteer program.
- Assist with the planning and implementation of different volunteer events.

CVA Minimum Requirements:

- Ability to communicate with all ages, backgrounds, and cultures.
- Ability to serve with diverse groups of people
- Strong written and verbal communication skills
- The ability to work independently as well as on a team
- Strong organizational skills
- 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:

- Experience managing projects and following through on assigned tasks
- Experience planning and executing events.
- Experience in an office setting, particularly one in federal government
- Bachelor's degree preferred, but can be substituted for relevant experience

Additional Information:

- Housing provided.
- Dedicated workstation
- Work with diverse groups in WI and MN

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
- 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.



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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.