



PLEASE NOTE: Applicants will need to apply here:
<https://form.jotform.com/StewardsIPP/cva-member-application-2026> Application form requires a resume, cover letter, professional references.

Position Title: Community Volunteer Ambassador, Salem Maritime National Historical Park – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements Program

Site Location: Salem Maritime National Historical Park

160 Derby Street, Salem, MA 01970

Terms of Service:

- **Start Date: 2/23/2026**
- **End Date: 2/5/2027**
- **AmeriCorps Slot Classification: 1700 Hour Slot**

Purpose:

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 emerging leaders to assist park units in building lasting connections to communities.

Salem Maritime and Saugus Iron Works are passionate about the NPS mission to preserve unimpaired the natural and cultural resources and values of the National Park Service for the enjoyment, education and inspiration of this and future generations. We are committed to creating an open and welcoming environment for all staff, volunteers and visitors at Salem and Saugus.

The CVA will help in promoting and recruiting volunteers for the parks. This will include highlighting the volunteer opportunities at the parks and recognizing our VIP Program

through social media. The CVA will work with the Volunteer Manager to develop new volunteer programs at the park. Salem Maritime is looking to expand volunteer opportunities to align with the upcoming Salem 400 and America 250 celebrations. These will include one-off volunteer opportunities for large events of community days of service as well as recurring volunteer opportunities to help prepare for increased programming and visitation at the park.

In addition to promoting existing volunteer opportunities, the CVA will collaborate with park staff to identify new projects for volunteers. A major aspect of this work will be recruiting volunteers for specialty events (including the Salem Maritime Festival and October in Salem) and organizing special days of service (including National Public Lands Day). The CVA will work with organized groups (including scouting, business, and education groups) to coordinate one-off volunteer days. In addition, this position will help update park policy and resources for volunteers.

Description of Duties:

- Helping create new position descriptions
- Working closely with volunteers to complete projects and interact with the public
- Preparing and tracking volunteer hours
- Collaborating on updates for volunteer policy and safety documents
- Creating new volunteer opportunities around A250 and Salem 400+

Qualifications:

- Consistent and punctual attendance
- Ability to work as part of a team
- Willingness to learn new skills
- Comfort speaking in front of a crowd
- United States citizen, United States national, or a lawful permanent resident alien
- At least 17 years of age
- 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 working with a large variety of individuals from different backgrounds and cultures
- Strong written and verbal communication skills
- Experience with digital media content creation

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 the hiring manager.

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 skills
- Year-long continuum of learning supporting professional development
- \$750.00 in Professional Development Funds for travel and training

Additional Position and Community Information:

The VECE staff works a Wednesday thru Sunday schedule

We do not have park housing at either of our park sites, Salem Maritime or Saugus Iron Works.

There will be opportunities to collaborate with other National Parks in the Boston area

In addition to the America 250 celebration, Salem was founded in 1626 and will be celebrating 400 years with many activities planned in the city.

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600.00 per week.
- Additional Benefit of \$150.00 per week if housing is NOT provided by NPS host site at no cost to the participant.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 13 days Personal Leave, 13 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.

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, February 23, 2026** and run for 50 weeks until Friday, February 5, 2027.

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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 different populations, and position details for

this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

Application Timeline: Applications will be reviewed on a rolling basis. Final deadline is **Friday, January 9, 2026.**

For Application Questions:

Please contact James Gasaway, Program Director at 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.