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: Weir Farm National Historical Park

735 Nod Hill Road, Wilton, CT 06897

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.

Weir Farm National Historical Park (WEFA), the only National Park Service site dedicated to American painting, is one of the nation's finest remaining landscapes of American art. The 68-acre park includes the historic Weir House, Weir and Young Studios, barns, gardens, and Weir Pond. The park offers an abundance of exciting, fun programs to the public, including art workshops, service-learning activities, and special tours. The park is located in Wilton and Ridgefield, Connecticut, approximately 60 miles north of New York

City and 50 miles west of Hartford. Additional information about Weir Farm can be found on the park's website: http://www.nps.gov/wefa

Weir Farm has a well-established volunteer program with about 60 regular volunteers that work in visitor services or natural resource management. In recent years, the program has grown to include service learning groups and public volunteer service days.

Description of Duties:

The CVA will be a key part of the Weir Farm volunteer management team, and be responsible for community engagement events, coordinating service days, building partnerships with local organizations to contribute volunteer service, planning and leading programs and special events, social media outreach, and expanding the capacity beyond the day-to-day management of the volunteer program. The CVA will support volunteer recruitment, training, scheduling, recognition, and program management. The CVA will coordinate group service projects with underserved youth and other groups of varied backgrounds and abilities. The CVA will plan and lead service activities for national days of service, including National Public Lands Day and National Trails Day. The CVA will also implement an outreach plan focused on community engagement and youth audiences that includes social media, website, and community event participation. The CVA will be trained in visitor service and interpretation, and have the opportunity to provide programs to K-12 youth, seniors, groups, and general visitors. Additionally, based on the interests and skills of the CVA, projects and professional development opportunities will be identified to enhance the park's offerings and the CVA's experience. The CVA will have a proactive role in connecting people across a varied spectrum geographically, socio-economically, and of different ages.

Responsibilities:

- Collaborate with the park's Volunteer Coordinator to expand the Volunteers-in-Parks program, including recruitment ,onboarding, training, mentoring, scheduling, and recognizing volunteers and assisting with administrative duties such as tracking hours and managing paperwork/files.
- Organize and lead volunteer service days, for the general public and communities, with a particular focus on youth and veteran groups
- Participate in public outreach programs and update the park's Outreach Strategy
- Lead public programs including tours of the Weir House, service projects, youth programs, and curriculum-based education activities
- Contribute to Art in the Park programs including art workshops, maintaining art supplies, and engaging the public in an annual art contest and online exhibit
- Complete an engagement project based on skills, interests, and needs – i.e. a web-based tour, publication, plan, or other project that is focused on engaging new audiences either at the park, in the community, or virtually online
- Serve collaboratively with curatorial, facilities, and natural resource divisions to

plan volunteer and community events

Qualifications:

- Outgoing, friendly attitude
- Comfortable with public speaking in front of groups of visitors and volunteers
- Basic computer and office skills (Word, Excel, PowerPoint, phones, filing, etc.)
- Ability to serve with audiences of different backgrounds
- Ability to serve independently or in a group
- Willingness to serve outdoors and in variable temperatures
- Ability to multi-task and prioritize
- 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 working with youth, volunteers or varied audiences, such as at a summer camp, park, or museum
- Experience in a leadership role during service learning or natural resource projects
- Experience coordinating or planning events
- Experience mentoring/leading/training volunteers or staff in any setting
- An educational background in public history, education, museum studies, art history, natural resource management, or program management

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:

The typical schedule is Wednesday through Sunday from 8:30 am to 5:00 pm. Weekend and holiday service is required, and occasionally days off are switched to accommodate training opportunities and operational needs. This position will serve Monday to Friday in the off-season through March, then switch to a Wednesday to Sunday schedule with Monday/Tuesday off from April through November during the park's operating season.

A valid driver's license is required. The CVA must be able to drive themselves to work daily, as there is no public transportation to the park, and no park housing. Additionally, the CVA will bedriving government vehicles on a regular basis for on-duty travel.

This position will participate in off-site enrichment such as visiting local museums and historic sites during staff training days, as well as be offered developmental opportunities within the park. They will visit other national park sites and have the opportunity to connect with other NPS employees. The park hosts developmental opportunities including resume and career workshops and special trainings throughout the year.

Weir Farm NHP fosters a very welcoming environment with a high functioning team of park volunteers, interns, and employees of which the CVA will be a valued member. Depending on their interests and career goals, CVA will be provided a comprehensive training and enrichment plan that includes serving cross-divisionally to gain skills and experience in a variety of fields including natural resources, facilities management, curatorial, and visitor services.

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.