



PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/fall-2025-cva-leader-application> Application form requires a resume, cover letter, professional references.

Position Title: National Community Volunteer Ambassador Leader (Fall 2025 Cohort) - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Fully Remote

Application Timeline: Preference given to applicants that submit application by **May 30, 2025**

Terms of Service:

- Start Date: August 25, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

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. Stewards in partnership with the National Park Service Washington Support Office will host a National Community Volunteer Ambassador Leader (Fall 2025 Cohort).

This National Community Volunteer Ambassador Leader is an AmeriCorps position that supports other members at host sites and sets a good example for all CVAs by being professional in their work. They also speak up for the interest of CVAs in volunteer programs. Working with National Park Service staff and partner organizations, the CVA Leader helps plan and carry out activities that support CVAs and the Volunteers-In-Parks (VIP) Program. They report directly to the Servicewide Volunteer Program Coordinator in the NPS Directorate of Interpretation, Education, and Volunteers, headquartered in Washington, DC. CVA Leaders will spend 40% of their time on CVA program activities (~2 days per week) and 60% of time on VIP program activities (~3 days per week).

The Community Volunteer Ambassador program seeks interested applicants who have prior National Service (such as AmeriCorps, AmeriCorps NCCC, AmeriCorps VISTA, and Peace Corps) and/or conservation corps or government experience and who have demonstrated leadership and facilitation skills. Applicants must be between the ages of 18 and 30 years old (up to 35 years old for veterans); be a U.S. citizen, U.S. national or lawful permanent resident alien; and have a valid U.S. driver's license.

Preference is given to applicants with at least one prior year of experience in the CVA Program. The position will be offered as fully remote, with minimal travel required.

Description of Duties:

CVA program:

- Serve in a leadership role coordinating with Conservation Legacy and other program leads to support and plan resources, regular meetings, peer-to-peer connection, and opportunities for all CVAs;
- Support onboarding of CVAs and development of National Early Service Training within first 3 months of service, a time-intensive process requiring collaboration and planning with staff across both Conservation Legacy and NPS;
- Support Conservation Legacy and NPS through CVA Site Application Process
- Coordinate with the National CVA Leader from other cohorts and staff on relevant projects, such as creating standard operating procedures (SOP) and resources for the CVA program.
- Works on current projects within the CVA program, including supporting America 250 CVAs, consisting of up to 10 CVAs who will support NPS Sites in Signature Cities (Boston, Philadelphia, New York City, Charleston, and District of Columbia) as they celebrate the 250th Anniversary of the signing of the Declaration of Independence.
- Partner with Conservation Legacy in the development of national trainings and content creation for the Continuum of Learning and CVA competency areas through webinars and other offerings;
- Motivate, direct, and connect members to development opportunities and support services;
- Promote a welcoming and respectful work environment through routine CVA contact (check-ins, webinars, and newsletters)

Volunteers-In-Parks program:

- Support the Servicewide Volunteers-In-Parks Program in completing projects impacting the nationwide program, building standard operating procedures (SOP) and training resources, coordinating the ongoing work of the Volunteers-In-Parks program, and coordinating both CVA Alumni Council and VIP National Advisory Team;
- Conducts communication by supporting social media outreach, internal and external websites, and coordinating activities including preparing and presenting emails and newsletters, subject-specific presentations, and articles and reports;
- Serve as a project manager to coordinate agency guidance and resources to national days of service events such as National Trails Day, National Public Lands Day, Martin Luther King Jr. Day, and National Volunteer Month, as well as national volunteer projects such as the Excellence in Volunteerism Awards, significant commemorations or anniversaries, and annual reporting;
- Participate in regularly scheduled regional and national meetings/calls, representing NPS, VIP, and CVA

Qualifications:

- Make a full-time, 50-week commitment, with the ability to start in August 2025
- Participate in the CVA National Early Service Training in November 2025 (exact dates TBD)
- Willing to plan occasional travel to important events and potential site visits such as Washington, DC
- Serve with varied groups of people and manage conflicts
- Strong written and verbal communication skills
- The ability to work independently as well as on a team
- Strong organizational skills
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- 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 veteran, 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 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 serving in the Community Volunteer Ambassador Program (preference for graduates of program within the past 3 years)
 - Former CVAs who have served one or two years are eligible to serve an additional term as a CVA Leader.
- Experience managing projects and following through on assigned tasks
- Experience in an office setting, particularly one in federal government
- Experience in or ability to telework / work virtually
- Bachelor's degree preferred, but can be substituted for relevant experience
- Experience with Microsoft Office Suite (Word, Excel, Teams, etc.)

Additional Position and Community Information

- Position is Fully Remote

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- National CVA leader will receive one of the following options for compensation, based on their AmeriCorps eligibility:
 - If eligible for AmeriCorps
 - **\$700/week living allowance and \$150/week Additional Benefit (if AmeriCorps), plus \$7,395.00 AmeriCorps Education Award upon completion of service.**

- If not eligible for AmeriCorps based on past number of terms:
 - **\$18/hour wage and \$150/week Additional Benefit.**
- Limited health care/childcare benefits
 - Eligibility timeline varies between AmeriCorps living allowance (on first day) versus hourly wage (November 1st).
- CVA Leader will be exposed to a variety of NPS staff and operations, and will gain valuable leadership, project management, communications, and administrative experience.
- Professional development funds equaling **\$3,500** will be allocated toward appropriate professional development opportunities throughout your service.
- Networking opportunities within the National Park Service and partnering organizations
- Attendance and leadership role at National Early Service Training (location TBD).
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)

How to Apply

Apply on-line at: <https://form.jotform.com/StewardsIPP/fall-2025-cva-leader-application> In addition to your resume, please submit a one-page cover letter highlighting why you are interested in this position and how your background and experience will help you succeed in this position. Acknowledgement

Application Timeline: Applications will close on **Friday, May 30, 2025.**

Supervisor Name and Contact Information:

- Program Contact information: James Gasaway at jgasaway@conservationlegacy.org
- NPS Supervisor: Samantha Zurbuch at Samantha_Zurbuch@nps.gov

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.

Additional Details

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.

Time Requirements:

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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.
- **\$3,500 Professional Development/Training Budget**

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.