



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

**Position Title:** Community Volunteer Ambassador, Guilford Courthouse National Military Park - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 2332 New Garden Road, Greensboro, NC 27410

**Application Timeline:** Preference given to applicants that submit application by **June 13, 2025**

**Terms of Service:**

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

**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.

Guilford Courthouse has a robust in-person and virtual volunteer program. With around 50 reoccurring volunteers and 500 virtual volunteers, the park has reached capacity for bringing on new in-person VIPs. However, instead of recruiting more in-person volunteers, the goal is to continue to provide great experiences and training.

The only in-person VIP opportunity at Guilford Courthouse is the park-accredited internship program. Two interns are recruited and trained each semester at a local university and spend the semester working at the park. The interns shadow different operations within the interpretation and education teams. By the end of the semester, the goal for the intern is to create an interpretation/education program to develop and deliver at a community event or park event.

Guilford Courthouse virtual volunteer program involves citizen archivists transcribing veteran pension records from the Battle of Guilford Courthouse. The park actively recruits and trains new citizen archivists weekly, and the program has been a huge success for the park.

Guilford Courthouse National Military Park's mission is to continue to grow its relationships with several local government departments, such as the history museum, the libraries, the parks and recreation departments, the city's accessibility department, and the Office of Sustainability. The supervisor and the CVA will collaborate to expand relationships with the city and community of Greensboro.

The CVA would also assist the supervisor with growing and starting new relationships with Guilford County Schools by helping provide programs at the schools and bringing the schools to the park. The CVA's active role in developing community outreach programs with these partner organizations is a significant step towards reaching community groups the park has not reached before.

The CVA will assist with the continued development/training of in-person volunteers and accredit interns. In the first half of the internship, the CVA will work alongside the fall-accredited interns, and in the second half, the CVA will take a leadership role with the spring-semester interns. The CVA will work with their supervisor to recruit, interview, and train the spring semester interns.

The CVA will also assist park staff with the virtual volunteer project. Currently, the park has 500 virtual volunteers who transcribe Revolutionary War veteran pension applications. The CVA will assist in communicating, hosting orientation sessions, and assigning pensions to the park's citizen archivists.

#### **Description of Duties:**

- Support recruitment of volunteers
- Train volunteers
- Assist rangers in providing education programs in schools and in the park.
- Represent the park at outreach events and career fairs.
- Assist with volunteer recognition through social media and in person events.
- Support with the creation of new internship opportunities.

#### **Qualifications:**

- Bachelor's degree
- Self starter
- Passionate
- Youth Friendly
- Teamwork
- 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:**

- Strong Guest Services skills
- Experience working with the public
- Experience working with youth
- Experience working outreach events
- Experience working with volunteers

### **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.
- Week-long, in-person training on NPS volunteer program management and leadership skills.
- Year-long continuum of learning supporting professional development
- \$1,200 in Professional Development Funds

### **Additional Position and Community Information**

- Expected schedule Tuesday through Saturday
- No evenings required
- Requires driver's license and car
- No Housing
- Leadership trainings available

### **Benefits:**

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)
- \$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.

### **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, September 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

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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. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.***