



## Community Volunteer Ambassador – Fort Smith National Historic Site

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|---------------------|---|
| Length:             | Term of positions is 50 weeks; full-time 40 hrs/wk  |
| Location:           | Fort Smith, AR  |
| Compensation:       | \$565/week living allowance,  |
| Start Date:         | September 11, 2023  |
| Application Review: | Applications will be reviewed on a rolling basis with first review beginning on June 5th. Application deadline is Friday, July 21 <sup>st</sup> . |
| Position Title      | Community Volunteer Ambassador  |

### Position Details:

Stewards Individual Placements 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.

This position will work closely with the Volunteer-in-Parks (VIP) Coordinator to both expand and renew the volunteer program at Fort Smith NHS. The selectee will assist the VIP Coordinator with the recruitment of new volunteers, volunteer training, documentation, and event planning, particularly events that utilize park volunteers.

### Site Description:

Fort Smith National Historic Site interprets 80 years of history, from the earliest settlement by the U.S. Army in 1817 to the closure of the old Federal Courtroom in 1896. Topics covered include Federal Indian Policy, the U.S. Rifle Regiment, the Civil War, and the Federal Court system, just to name a few. To interpret this varied history, volunteers have proved invaluable. The park has approximately 80 volunteers overall, with volunteer opportunities including front desk operations including fee collection, interpretation and education, and living history.

### Position Responsibilities:

- Assist with VIP recruitment through community partners
- Work with division supervisors to create new volunteer opportunities
- Support VIP training
- Ensuring updated VIP documentation
- Assist with event planning, particularly those involving volunteers
- Develop volunteer newsletter
- Host volunteer appreciation events
- Post social media pertaining to volunteer opportunities and accomplishments
- Assist writing VIP funding requests
- Assist with the selection and purchasing of volunteer items, including appreciation items, living history items and clothing, and training materials
- Inventory VIP property



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- Assist with the planning and programming for site events:
  - National Volunteer Week
  - National Park Week
  - Jr. Ranger Day
  - Founders Day
  - Independence Day
  - Fall Festival
  - Community Volunteer Fair
  - Winter Holiday parade

### **CVA Minimum Requirements:**

- Attention to detail
- Must be flexible, able to adapt to changes
- Must be outgoing and friendly
- Must want to work with the public, including under-represented populations
- Public speaking a plus Participate in the CVA National Early Service Training in early November 2023
- 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:**

- Local applicant preferred
- Strong communication skills, both written and spoken
- Social Media – Facebook and Twitter
- Ability to use a computer – Word, Excel, PowerPoint, Outlook
- InDesign a plus

### **Additional Information:**

- No park housing available
- Multiple opportunities to work with local historic sites for volunteer options, training, and programming
- Weekends, holidays, and some nights required
- Driver's License required; car is beneficial but optional
- Park is urban, located downtown Fort Smith

### **Benefits:**

- CVA will receive a weekly stipend of **\$565**
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,495.00 (pre-tax) upon successful completion of the program
- Professional development funds
- 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.



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### **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 11th, 2023**, and run for 50 weeks until Friday, August 23<sup>rd</sup>, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/sept-23-cva-application>. 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 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 **Friday, July 21<sup>st</sup>, 2023**.

### **For Application Questions:**

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto:gelliot@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.*