



**CONSERVATION
LEGACY**



PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

Community Volunteer Ambassador – Cabrillo National Monument

Location: San Diego, CA

Position Details:

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 a diverse group of emerging leaders to assist park units in building lasting connections to communities.

As a member of the Division on Interpretation, Education, and Volunteers, the CVA will be working alongside the park's volunteer coordinator to assist with Cabrillo National Monument's Volunteers-In-Parks (VIP) program. The volunteer coordinator will provide mentorship across all activities. The selectee will be properly coached in volunteer program operations and work alongside skilled volunteer supervisors across all park divisions to help manage different volunteer workgroups. The CVA will continue to work closely with each volunteer supervisor and the park volunteer coordinator to ensure congruity, efficiency, and consistency in volunteer management. They will help support training for volunteers through planning continued education opportunities, field trips, diversity committee engagement, etc.

This CVA position will also help with expanding our volunteer group and community engagement operations at Cabrillo National Monument. Volunteer group programs are a great way to engage historically underrepresented groups to our national park units. It allows them the opportunity to not only come into the park to work with park rangers and staff, but also helps them gain a sense of ownership of these places. There is additional opportunity for our park to be able to create a presence at local universities and community events. With the help of a CVA, we hope to be able to continue to expand our presence in San Diego and establish a small group of volunteers to support them in these efforts.

Site Description

Climbing out of his boat and onto shore in 1542, Juan Rodriguez Cabrillo stepped into history as the first European to set foot on what is now the West Coast of the United States. In addition to telling the story of 16th century exploration, Cabrillo National Monument is home to a wealth of cultural and natural resources. It offers tremendous views of San Diego region and excellent opportunity to explore this natural and cultural history in the area- the Old Point Loma Lighthouse, Whale Overlook, beautiful coastal area, intertidal zone, birding, wildflowers, and more!

Our volunteers are a diverse coalition of all origins who serve this park with their skills, dedication, and passion. In 2022, they donated more than 12,500 hours of service to the park. That's the equivalent to the work of at least six full-time employees! From swearing in Junior Rangers at the Visitor Center, monitoring native species of reptiles and amphibians, to removing invasive plant species at the park, these volunteers all play a vital role in "preserving unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations." As a volunteer program, we strive to be welcoming and open to all; we are a place where you can belong and become.

Position Responsibilities:

- Support volunteer program operations by recruiting, onboarding, and ensuring training for new volunteers

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to make sure they all feel welcome to Cabrillo National Monument's operations.

- Support with Cabrillo National Monument's annual volunteer recognition event. This includes review of volunteer service hours, help curate recognition items, and assist in the planning of the overall event.
- Provide administration and coordination support to volunteer program. This includes assisting with tracking and filing of volunteer paperwork, monthly volunteer newsletter, and volunteer program inbox.
- Develop engaging programming for our volunteer groups operations that include educational components, dialogue, and stewardship projects to create a sense of ownership for participants. Examples include an introduction to our national parks, hiking 101, inclusion in the outdoors, dialogues about identity, new selection of volunteer project types, etc.
- Through community outreach and engagement, build sustainable partnerships with new audiences by inviting them to take part in our volunteer groups program.
- Maintain a supportive, positive atmosphere that welcomes and respects all individuals, promotes the potential of all volunteers, and provides a quality experience to both youth and their families.
- Plan and implement programs to support outreach during special events, including, but not limited to: Latino Advocacy Week, National Volunteer Week Black Birders Week, National Trails Day, Latino Conservation Week, Black in National Parks Week, National Public Lands Day. Work alongside supervisor to assure programs are culturally relevant, developmentally appropriate, grounded in equity and empathy, and consistent with National Park Service values.
- Lead expansion of outreach to local universities, colleges, and community events to promote volunteer program.
- Help with retention of volunteers by hosting planning committees for Monumental Conference (continued education opportunities) and volunteer exchange field trips.

CVA Minimum Requirements:

- Highly motivated and enthusiastic individual.
- Experience coordinating projects with strong attention to detail.
- Ability to plan, lead, and participate in program activities in a variety of indoor and/or outdoor settings.
- Participate in the CVA National Early Service Training in late November 2024 (date TBD)
- 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:

- Connection to nature.
- Effective communication skills.
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Background and/or interest in environmental/outdoor education, outdoor recreation, and community engagement.
- Prior experience working with diverse populations.

Additional Information:

- There is no park housing available. If a CVA will be relocating from outside the San Diego area, the most affordable housing would be for them to find a room rental, which park staff can assist with. The average rent within biking distance (<10 miles) is very expensive, even with roommates, due to proximity to the beach.
- Schedule will include weekends to work alongside site supervisor.



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- Cabrillo National Monument will provide multiple training opportunities alongside park staff.
- The work environment is welcoming and has an open office setting. The CVA will have their own desk (with a view of San Diego Bay) located in the Interpretation, Education, and Volunteers (IEV) office next to the Volunteer Coordinator/site supervisor's desk. The CVA will be issued their own NPS laptop for flexibility to work on-site and off-site for outreach presentations.

Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,895.00 (pre-tax) upon successful completion of the program
- \$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.

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 9, 2024**, and run for 48 weeks until Friday, August 8, 2025.

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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 **Sunday, July 7, 2024**.

For Application Questions:

Please contact James Gasaway, Program Director at jgasaway@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.