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: Cabrillo National Monument

1800 Cabrillo Memorial Drive, San Diego, CA 92106

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.

Cabrillo National Monument, located at the southern tip of the Point Loma Peninsula in San Diego, California, protects nationally significant natural, cultural, and historic resources while welcoming nearly one million visitors each year. From sweeping views of San Diego Bay and the Pacific Ocean to one of Southern California's most celebrated rocky intertidal ecosystems, the park offers visitors opportunities to explore coastal habitats, military history, the Old Point Loma Lighthouse, and the story of Juan Rodríguez Cabrillo's 1542 expedition.

Volunteers are at the heart of Cabrillo National Monument's mission. More than 430 volunteers contribute over 13,000 hours of service annually across more than twenty volunteer positions, supporting visitor services, interpretation, education, habitat restoration, citizen science, living history, community outreach, and resource stewardship. Their contributions are equivalent to more than six full-time employees and are essential to the park's daily operations.

Cabrillo's volunteer program is known for its innovation, collaboration, and commitment to creating meaningful volunteer experiences. Volunteers are supported through dedicated supervisors, continuing education opportunities, annual events such as the Monumental Conference, and a culture that emphasizes professional growth, stewardship, and community. The park is also leading several exciting initiatives, including implementation of Volunteer.gov, expansion of regional partnerships through the Intertidal Allied Agency Coalition, and new strategies for volunteer recruitment and engagement.

The Community Volunteer Ambassador will join a collaborative team that views volunteers not simply as a workforce, but as partners in conservation and public service. This is an opportunity to help shape the future of one of the National Park Service's most dynamic volunteer programs while building lasting relationships with local communities and inspiring the next generation of public land stewards.

Description of Duties:

The Community Volunteer Ambassador (CVA) at Cabrillo National Monument will play a leading role in expanding one of the National Park Service's most dynamic volunteer programs. Serving alongside the park's Volunteer Coordinator and staff across multiple divisions, the CVA will strengthen community partnerships, develop innovative volunteer engagement initiatives, support regional conservation collaborations, and help shape the future of volunteerism at Cabrillo.

The CVA will coordinate projects that connect people with public lands through outreach, volunteer recruitment, educational events, and stewardship opportunities. Major initiatives include supporting Cabrillo's role in the Intertidal Allied Agency Coalition, expanding partnerships with colleges, community organizations, and retirees, helping implement Volunteer.gov, planning the annual Monumental Conference for volunteers, and launching creative recruitment initiatives such as Volunteer Discovery Days: Behind the Blue Shirt, where prospective volunteers experience volunteer roles firsthand before applying.

Rather than simply assisting with existing programs, the CVA will take ownership of meaningful projects from concept to implementation while collaborating with park staff, volunteers, and regional partners. The position offers extensive opportunities to build skills in volunteer management, partnership development, project planning, public speaking, community engagement, interpretation, and leadership.

Cabrillo National Monument is committed to mentoring emerging conservation professionals. Previous Community Volunteer Ambassadors have gone on to careers with the National Park Service, and the CVA will receive individualized mentorship, professional development opportunities, and exposure to a wide range of National Park Service careers while helping create lasting impacts for the park and the communities it serves.

Responsibilities:

- Expand community partnerships with colleges, universities, nonprofit organizations, community groups, and conservation partners throughout the San Diego region.
- Coordinate volunteer recruitment initiatives, outreach events, and community engagement activities to connect new audiences with Cabrillo National Monument.
- Develop and launch Volunteer Discovery Days: Behind the Blue Shirt, an open house program introducing prospective volunteers to volunteer opportunities throughout the park.
- Support Cabrillo National Monument's participation in the Intertidal Allied Agency Coalition, collaborating with partner agencies to strengthen regional intertidal stewardship and volunteer engagement.
- Assist with implementing and improving Volunteer.gov by refining volunteer position descriptions, applicant communications, onboarding processes, and recruitment workflows.
- Coordinate planning for the annual Monumental Conference, including volunteer committees, presenters, logistics, and participant evaluation.
- Support volunteer orientation, onboarding, recognition, and continuing education initiatives that strengthen volunteer retention and engagement.
- Develop outreach materials, communication resources, and program documentation that improve long-term sustainability of the volunteer program.
- Collaborate with park staff across multiple divisions on projects related to interpretation, education, volunteer management, visitor services, and resource stewardship.
- Represent Cabrillo National Monument at volunteer fairs, community events, educational outreach programs, and partnership meetings.
- Assist with project planning, data collection, program evaluation, and development of new volunteer initiatives.
- Participate in professional development opportunities, interdisciplinary collaboration, and mentorship designed to prepare the member for a career in public service and conservation.

Qualifications:

- Valid driver's license and ability to operate a government vehicle (or ability to obtain authorization under National Park Service policy).

- Strong written and verbal communication skills.
- Comfortable interacting with people from varied backgrounds in a professional and welcoming manner.
- Organized and able to manage multiple projects and deadlines.Self-motivated with the ability to serve independently and collaboratively as part of a team.
- Demonstrated initiative and willingness to take ownership of projects from planning through implementation.
- Willingness to learn new software, administrative systems, and project management tools.
- Positive attitude, adaptability, and eagerness to learn.
- Ability to hike short distances over uneven terrain and serve outdoors in varying weather conditions, as required by project activities.
- Ability to lift and carry up to 25 pounds, including outreach materials and event supplies.
- No previous National Park Service experience is required - we are looking for someone who is curious, dependable, eager to learn, and passionate about serving the community.
- 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

- Interest in volunteer management, conservation, environmental education, interpretation, community engagement, or public service.
- Experience volunteering or working with community organizations, nonprofits, schools, or public service programs.
- Experience planning, coordinating, or leading projects, programs, or events.
- Experience with community outreach, partnership development, or volunteer recruitment.
- Experience engaging the public through presentations, interpretation, environmental education, customer service, or public speaking.
- Experience creating communication materials such as newsletters, flyers, social media content, outreach materials, or educational resources.
- Experience working collaboratively with varied groups while managing independent responsibilities.
- Familiarity with Microsoft Office Suite and willingness to learn additional platforms such as SharePoint and Volunteer.gov.

- Bilingual or multilingual communication skills are a plus.
- Local knowledge of the San Diego region or connections to local communities are desirable.
- Experience participating in outdoor recreation, stewardship, conservation, or environmental volunteer activities.

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 Community Volunteer Ambassador at Cabrillo National Monument will have the

opportunity to make a lasting impact on one of the National Park Service's most innovative volunteer programs. Rather than supporting a single project, the CVA will lead varied initiatives spanning volunteer management, community engagement, partnership development, conservation, interpretation, and program development.

The position offers significant project ownership and creative freedom. The CVA will be encouraged to develop new ideas, pilot innovative recruitment and engagement strategies, and create sustainable resources that continue benefiting the park after their service term. This includes helping launch initiatives such as Volunteer Discovery Days: Behind the Blue Shirt, supporting the annual Monumental Conference, and contributing to the regional Intertidal Allied Agency Coalition, a collaborative volunteer initiative involving multiple coastal management agencies throughout San Diego County.

Cabrillo National Monument has a strong commitment to mentorship and professional development. The CVA will work closely with staff across Interpretation, Resource Management, Administration, Facilities, Maintenance, Law Enforcement, and park leadership, gaining exposure to a wide variety of National Park Service careers. Previous Community Volunteer Ambassadors have successfully transitioned into permanent National Park Service positions, reflecting the park's investment in developing future conservation professionals.

The park is located in San Diego, California, offering access to beaches, mountains, deserts, museums, cultural attractions, and numerous public lands. Through partnerships with local organizations and neighboring agencies, the CVA will have opportunities to collaborate beyond park boundaries while building a professional network throughout Southern California's conservation community.

The position primarily follows a Tuesday through Saturday schedule, with occasional evening or weekend participation for special events, volunteer activities, outreach programs, and community engagement opportunities.

Housing information remains accurate as submitted in Part 1 of the application. Cabrillo National Monument does not provide park housing. Applicants should expect to secure housing within the San Diego area prior to the start of their service term.

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.