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: Chickasaw National Recreation Area

1504 Perimeter Rd, Sulphur, OK 73086

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.

Chickasaw National Recreation Area, located in south-central Oklahoma, protects unique freshwater and mineral springs, varied natural habitats, and nationally significant historic landscapes. The park offers extensive outdoor recreation opportunities, including swimming, boating, hiking, fishing, and camping. Its rich cultural history includes longstanding connections to the Chickasaw Nation and one of the finest examples of Civilian Conservation Corps architecture and landscape design in the National Park System.

The park's volunteer program currently relies primarily on campground hosts and volunteers supporting interpretation and education. The park is undertaking strategic planning to expand volunteer opportunities, strengthen community partnerships, and develop a more broad, long-term volunteer program that supports park operations and community engagement.

Description of Duties:

The Community Volunteer Ambassador will help evaluate, strengthen, and expand Chickasaw National Recreation Area's volunteer program. Serving with park staff and community partners, the CVA will identify opportunities to engage new volunteers, develop meaningful volunteer positions, and improve volunteer recruitment, onboarding, recognition, and retention. The CVA will help strengthen the park's volunteer events and days of service, as well as partnerships that expand volunteer capacity. The position will contribute to strategic volunteer program planning and help establish practices that support long-term program success.

Responsibilities:

- Assist in assessing existing volunteer program and identify opportunities for growth and improvement
- Assist with strategic volunteer program planning and development
- Develop new volunteer positions and recruitment strategies
- Improve Volunteer.gov listings and volunteer recruitment materials
- Support volunteer onboarding, training, recognition, and retention
- Explore youth, group, and community volunteer engagement opportunities
- Build and strengthen relationships with community organizations and partners
- Develop volunteer program resources, procedures, and communication materials
- Assist with volunteer events, outreach activities, and special projects
- Support volunteer program tracking, evaluation, and reporting

Qualifications:

- Strong interpersonal and communication skills
- Friendly, professional, and welcoming attitude
- Strong writing and public speaking skills
- Strong organizational skills and attention to detail
- Basic computer proficiency, including Microsoft Office applications
- Ability to serve independently and collaboratively
- Initiative, adaptability, and willingness to learn
- Interest in community service, volunteerism, and public lands
- Ability to interact respectfully with people from varied backgrounds
- 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 program development, evaluation, and strategic planning
- Experience supporting community partnerships or working with community organizations

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:

This position offers a unique opportunity to help shape the future of an evolving volunteer program at a dynamic and well-loved National Park Service site. The work schedule will align with peak park hours and activity including weekends and occasional evenings. Housing is available and is within a 10-minute drive of the Travertine Nature Center, where the CVA will have workspace. Having a car is necessary for work and personal purposes. Chickasaw National Recreation collaborates with other parks and will offer cross-training opportunities.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- 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.