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: American Memorial Park

Micro Beach Road, Garapan, P.O. Box 9198 CHRB, Saipan, MP 96950

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.

American Memorial Park (AMME) is a unit of the National Park Service located on Saipan in the Commonwealth of the Northern Mariana Islands (CNMI). The mission of the park is to honor the American servicemen and Marianas people who gave their lives during the Marianas Campaign of World War II. To honor that mission, the park provides opportunities for education, stewardship, and community engagement.

The park's volunteer program is community-driven and built on strong partnerships with local schools, nonprofit organizations, government agencies, youth groups, and community members. Volunteers are an important part of the park, supporting environmental stewardship projects, special events, community outreach, commemorative events, beach cleanups, tree planting, invasive species removal, coastal restoration, and youth programs. The goal is to connect the community with meaningful ways to serve the mission and care for the park.

Description of Duties:

The Community Volunteer Ambassador (CVA) will help strengthen volunteer and community engagement at American Memorial Park. Working alongside park staff and community partners, the CVA will recruit and support volunteers, coordinate service projects and special events, build community partnerships, and help expand volunteer opportunities through Volunteer.gov. The CVA will play an important role in connecting people of all ages to the park through stewardship, service, education, and community-based activities that support the park's natural, cultural, and historical resources. Local applicants and individuals interested in community-centered stewardship are especially encouraged to apply.

Responsibilities:

- Recruit, welcome, and support volunteers.
- Coordinate volunteer events, service projects, and stewardship activities.
- Build partnerships with schools, nonprofits, businesses, and community organizations.
- Promote volunteer opportunities through outreach, social media, and community events.
- Support beach cleanups, tree planting, coastal restoration, native plant care, and other conservation projects.
- Assist with youth programs, Junior Ranger activities, and educational events.
- Support commemorative and service events, including Memorial Day, National Park Week, Martin Luther King Jr. Day, and National Public Lands Day activities.
- Help manage Volunteer.gov postings, applications, onboarding, and volunteer communications.
- Track volunteer participation, hours, and program records.
- Help create outreach materials and volunteer resources.
- Help develop new and recurring volunteer opportunities that encourage long-term community involvement.
- Work across park divisions and with community partners to strengthen volunteer engagement and stewardship efforts.

Qualifications:

- Interest in community engagement, volunteerism, conservation, education, or public service.
- Comfortable working with people from varied backgrounds and age groups.
- Basic communication and organizational skills with a willingness to learn.
- Ability to work independently and collaboratively as part of a team.
- Dependable, positive, and professional work ethic.
- Willingness to work both indoors and outdoors.
- Basic computer proficiency, including Microsoft Office applications.
- 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

- Local applicants
- Interest in conservation, history or community service.
- Experience volunteering or participating in school, community, cultural, or service organizations.
- Experience helping with community events, outreach activities, educational programs, or service projects.
- Familiarity with social media, community outreach, or public engagement.
- Strong written and verbal communication skills.

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:

American Memorial Park offers the opportunity to serve on Saipan while gaining hands-on experience in volunteer management, event coordination, youth engagement, and community partnership building. The CVA will be based primarily in the Interpretation Division at the Visitor Center and will work closely with park staff, interns, community partners, and volunteers to support programs and events throughout the year.

The regular schedule is Tuesday through Saturday and may include holidays based on park programming and operational needs. Because some volunteer activities, community programs, and special events may take place in the evenings or outside the regular schedule, occasional evening work or schedule adjustments may be required to support special events, stewardship projects, and public programs.

Professional development opportunities include mentorship, National Park Service training opportunities, participation in the national CVA cohort, and experience working alongside staff and community partners dedicated to preserving Saipan's natural, cultural, and historical resources. This position is well suited for someone interested in developing skills in volunteer management, community engagement, conservation, education, or public service while serving the local community.

American Memorial Park does not provide park housing. Given the limited availability and cost of housing on island, applicants who already reside on Saipan or have established housing arrangements may find the transition easier. However, the park will

provide housing resources, local rental information, and guidance to assist the selected CVA with identifying housing options.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 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.