



PLEASE NOTE: Applicants will need to apply here:
<https://form.jotform.com/StewardsIPP/cva-member-application-2026> Application form requires a resume, cover letter, professional references.

Position Title: Community Volunteer Ambassador, Manassas National Battlefield Park – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements Program

Site Location: Manassas National Battlefield Park

12521 Lee Highway, Manassas, VA 20109

Terms of Service:

- **Start Date: 2/23/2026**
- **End Date: 2/5/2027**
- **AmeriCorps Slot Classification: 1700 Hour Slot**

Purpose:

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 emerging leaders to assist park units in building lasting connections to communities.

Manassas National Battlefield Park, about 25 miles from Washington, D.C., preserves the sites of the First and Second Battles of Manassas. The First Battle in 1861 was the first major land battle of the Civil War and set the tone for the four years that followed. The Second Battle in 1862 marked a pivotal moment for both Abraham Lincoln and Robert E. Lee.

The park maintains a robust volunteer program of about 90 regular volunteers, plus hundreds more who support annual events. Volunteers serve in roles ranging from

visitor center operations to mounted patrols with Law Enforcement and trail maintenance across the park's 40+ miles of trails. Recent additions include the Trail Ambassadors, who hike, pick up trash, and assist visitors, and the Weed Warriors, who remove invasive species. This year, the park will launch a Battlefield Docent program which will train volunteers to give programs and the park will expand volunteer opportunities within Cultural Resources.

The 2026 CVA for Manassas will support the Volunteer Coordinator in updating and transitioning the program after staff changes and new policy adoption. This includes clerical and administrative work across divisions to update records and communicate policy changes. The CVA will also help develop new volunteer opportunities, assist with event planning, and establish a volunteer advisory committee. A major responsibility will be learning Volunteer.gov, creating a transition plan for current volunteers, and implementing that plan with the coordinator.

Description of Duties:

- Help the volunteer coordinator review, digitize, and legally purge outdated records from the previous coordinator.
- Assist in creating a new, policy-aligned system for organizing records.
- Develop and implement a plan, under the coordinator's guidance, to transition all volunteers to Volunteer.gov.
- Plan and organize volunteer events, including Park Day, National Public Lands Day, and volunteer recognition and social gatherings for volunteers to get to meet/know one another.
- Assist with training volunteers and interns, including refresher sessions for long-term volunteers.
- Establish a volunteer advisory committee to support program planning and identify gaps.
- Communicate the new volunteer policy to all park divisions and support onboarding to Volunteer.gov.
- Help divisions implement the new policy by addressing questions from staff, supervisors, and chiefs.

Qualifications:

- Have a background in history, historic preservation, education, cultural resource protection, or a related field (Civil War knowledge not required).
- Be upbeat, outgoing, and able to build relationships.
- Be flexible and willing to take on less glamorous tasks.
- Be organized, punctual, and tech-savvy.
- Proactively identify and report problems or risks.
- Utilize Conservation Legacy resources and network with fellow CVAs.
- Be willing to work occasional weekends for park and volunteer events.

- United States citizen, United States national, or a lawful permanent resident alien
- At least 17 years of age
- 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:

- Background in Civil War history.
- Experience working with and as a volunteer.
- Experience with the National Park Service or similar organizations (state parks, museums).
- Experience engaging people of all ages, especially families and children.

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 the hiring manager.

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 skills
- Year-long continuum of learning supporting professional development
- \$750.00 in Professional Development Funds for travel and training

Additional Position and Community Information:

Manassas is an oasis within the D.C. metro area, surrounded by numerous cultural, natural, and historic sites, plus plenty of nearby shops and restaurants.

A car is essential for getting around, including travel between park housing and the Visitor Center. Schedules are flexible, though occasional weekend work is needed for events. Housing may be available upon request.

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600.00 per week.
- Additional Benefit of \$150.00 per week if housing is NOT provided by NPS host site at no cost to the participant.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 13 days Personal Leave, 13 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.

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, February 23, 2026** and run for 50 weeks until Friday, February 5, 2027.

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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 different populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

Application Timeline: Applications will be reviewed on a rolling basis. Final deadline is **Friday, January 9, 2026**.

For Application Questions:

Please contact James Gasaway, Program Director at 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.