



**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 – Chiricahua National Monument**

**Location: Willcox, AZ**

### **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.

The CVA will spend the majority of their time supporting the volunteer program by assisting with VIP training and orientation, updating welcome materials and our VIP SharePoint site, and helping with the recruitment and management process (logging hours, facilitating their check in/check out process, etc.). The CVA will also have the opportunity to work with multiple divisions and across many disciplines depending on interest. Our past CVAs have worked at community outreach events, performed grant writing for park resource management, guided bird walks, participated in wildlife surveys, PSAR, trail camera installation, formal and informal interpretive programs, and website design. With supervisor support we help facilitate discovering an array of opportunities and believe in the importance of providing career guidance for the CVA.

### **Site Description**

Chiricahua NM is the biggest park site in the Southeast Arizona Group and boasts unique wildlife, such as coatimundi, regular social activities, 17 miles of hiking trails, and other area attractions. It protects unique rhyolite rock formations as well as a fascinating historic district, all within a beautiful canyon with oak-pine forest. Our campground hosts three volunteer sites, two for campground hosts and one for a visitor services volunteer. Fort Bowie nearby also hosts on-site as well as local volunteers. We are looking to expand the volunteer program and also recruit volunteers for one-time events.

### **Position Responsibilities:**

- Assist with providing training and orientation to incoming volunteers
- Update our SEAZ VIP SharePoint site with updated documents
- Update documents and Job Hazard Analyzes (JHAs) for the VIP welcome binder
- Assist volunteers with questions and troubleshooting
- Recruit future volunteers using volunteer.gov and community outreach
- Organize and recruit for a one-time volunteer event at one of the parks within the SEAZ Group
- As a collateral duty, occasionally assist at the visitor center by helping visitors at the front desk and by delivering informal interpretive programs, if desired

### **CVA Minimum Requirements:**

- Good written and oral communication skills
- Works well with people from diverse communities and backgrounds
- Desire to expand community volunteer opportunities
- Strong work ethic with desire to expand both personally and professionally
- Participate in the CVA National Early Service Training in late November 2024 (date TBD)



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- 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:

- Friendly, helpful personality
- Ability to work independently and as part of a team
- Bilingualism is a helpful, but not required, skill

### Additional Information:

The schedule does require working most weekends and holidays. The closest community for groceries and restaurants is in Willcox, which is 36 miles away. Tucson is about an hour and a half away. The CVA will stay in shared housing with WiFi, a private, single-occupancy, locking bedroom. The house has three bedrooms and two bathrooms with shared common spaces (kitchen, living room). It is in a scenic setting just a short walk from the visitor center where their office space is located. There are opportunities for projects in other divisions and at our other two park sites.

### 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 \(cva.nerp.gov/\)](https://cva.nerp.gov/) 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**.



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**For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.*