



**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-2025-fall-co> Application form requires a resume, cover letter, professional references.

**Position Title:** Community Volunteer Ambassador, Adams National Historical Park - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 135 Adams St., Quincy, MA 02169

**Application Timeline:** Preference given to applicants that submit application by **June 13, 2025**

**Terms of Service:**

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

**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.

Adams National Historical Park in Quincy, Massachusetts, commemorates the distinguished men and women of the Adams family who dedicated their lives to the development and service of the United States.

The Adams NHP volunteer program is currently undergoing a revitalization aimed at building a strong foundation for a lasting and meaningful volunteer program ahead of the 250th anniversary of the American Revolution.

Adams National Historical Park is seeking a Community Volunteer Ambassador (CVA) to work collaboratively across park departments and in the larger community to support the re-establishment and expansion of the park volunteer program and to strengthen community engagement. The CVA will also play an active role in planning park programs and initiatives related to the 250th anniversary of the American Revolution.

**Description of Duties:**

- Draft a local policy for the Volunteers-in-Parks (VIP) program in collaboration with the Volunteer Manager
- Identify volunteer opportunities through collaboration with Volunteer Manager and park program managers
- Support park staff in the creation of service descriptions and other volunteer management materials
- Develop and execute a sustainable recruitment and retention plan for park volunteers in collaboration with the Volunteer Manager
- Identify partnership opportunities with community organizations, including partners related to the 250<sup>th</sup> anniversary of the American Revolution, in collaboration with the park Partnership and Civic Engagement Liaison
- Develop plans to implement partnership and community engagement initiatives into park operations and projects
- Support daily park operations, projects, and initiatives where applicable

**Qualifications:**

- Excellent interpersonal and written communication skills
- Comfortable meeting with diverse stakeholders and navigating formal and informal communication settings
- Familiarity with or interest in public-private partnerships, nonprofit collaboration, or historical and cultural site operations and management
- Proficiency in Microsoft Office
- 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 veteran, 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 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:**

- Leadership experience
- Coursework and/or a background in history, public history, American studies, museums, and/or material culture
- Experience creating content for social media platforms
- Multilingual applicants are encouraged to apply
- Driver's license

**Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.*

**Time Requirements:**

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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
- \$1,200 in Professional Development Funds

**Additional Position and Community Information**

Adams National Historical Park is a seasonal park and work schedules change seasonally. Weekend and holiday work during the summer tour season may be required. There may be opportunities for evening work.

Park staff work at and travel between three different locations across the city of Quincy, Massachusetts. Travel to other parks and sites in the Boston area may be required.

Quincy is a city with multiple housing options available, including short- and long-term rentals. Quincy is accessible to other housing areas throughout the region through public transit (MBTA Red Line subway), commuter rail, and bus routes) as well as easy highway access.

**Benefits:**

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible

- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)
- \$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.

#### **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, September 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

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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. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

#### **For Application Questions:**

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