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: Keweenaw National Historical Park

25970 Red Jacket Road, Calumet, MI 49913

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.

Keweenaw National Historical Park (KEWE) is located in the Upper Peninsula of Michigan. The human and copper story here has been intertwined for more than 7,000 years. The copper of this area was formed by one of the oldest and largest lava flows known on Earth. Immigrants from around the world came to this area because of the copper mines. The park interpretive themes focus on natural resources, mining processes and technology, peoples' lives and immigration, and labor, management and economics.

Keweenaw NHP owns and operates very limited land and facilities. Congress created this park to work in partnership with a federal Advisory Commission and the local community to accomplish its legislated purposes. The Advisory Commission is responsible for advising and assisting the NPS. Our Heritage Site partners own and operate their own properties but play an important role in preserving and interpreting the nationally significant story of copper in the Keweenaw.

Keweenaw NHP currently has a small but dedicated group of volunteers. We also support our partner sites in training and technical assistance to improve and grow their programs.

Description of Duties:

The CVA will be part of the interpretation and education (I&E) team at KEWE, serving to assess volunteer needs and opportunities across all divisions of the park. Additionally, Keweenaw NHP works with 22 Heritage Site partners providing technical support; in the scope of volunteering that includes assisting in the organization, announcement and recruiting for volunteer workdays providing general maintenance work for the sites. The current volunteer program includes reoccurring park volunteers in visitor services, archives, and museum collections work. The CVA will help unify the program, make operations more efficient, plan the volunteer workday events, participate in outreach to increase public knowledge about the park and Heritage Site partner's volunteer program. They will also serve with park staff to offer training and feedback to improve volunteer knowledge and program goals.

Specific goals for this position include expanding park volunteer recruitment and positions, such as maintenance and special event volunteers, developing volunteer trainings, standardizing volunteer workday events, and assisting with updates to the park's volunteer handbook.

Responsibilities:

- Serve with all park divisions to assess volunteer needs and opportunities
- Help establish a park wide volunteer committee
- Update, create, and organize volunteer job descriptions and job hazard analysis for each position
- Offer drop-in volunteer opportunities
- Organize volunteer trainings for park and partner volunteers
- Offer training and feedback to improve Heritage Site partner volunteer programs, giving them the skills and knowledge to build successful programs of their own
- Help find where park volunteer opportunities differ from those of park partners Help to organize a volunteer recognition event for park and partner sites

Qualifications:

- Someone who is willing to share their ideas
- Strong communication skills
- Strong organizational skills
- The ability to think and solve problems creatively
- The ability to serve collaboratively
- Willingness to try new things
- Positive personality
- Participating in CVA trainings
- Be able to provide proof of a driver's license and complete an MVR check
- Must be over 21 years old or have had license for at least 3 years to be insured in this position.
- 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

- Skilled in Microsoft computer applications
- Someone who has been a volunteer themselves
- Experience organizing workshops, training, events, etc.
- Attention to detail
- Photography skills
- Ability to talk with a variety of audiences
- Resilience and optimism

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:

Keweenaw NHP has a unique partnership with multiple historic sites across the Keweenaw peninsula, and this position will serve with them for promoting volunteer events and recruitment.

Park Housing is not available. Park Staff will provide a list of housing options that other staff and interns have successfully found housing.

Calumet, MI and the UP have strong winters with an average snowfall of around 190 up to 300 inches of snow from November to April.

Schedule will include serving occasional weekends.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Additional Benefit of $200.00 per week (if housing is not provided)
- 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.