



**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, National Mall and Memorial Parks - AmeriCorps

**Conservation Legacy Program:** Stewards Individual Placements

**Site Location:** 1100 Ohio Drive SW, Washington, DC 20242

**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.

For more than 200 years, the National Mall has symbolized our nation and its' democratic values, which have inspired the world. The National Mall - the great swath of green in the middle of our capital city and stretching from the foot of the United States Capitol to the Potomac River - is the premiere civic and symbolic space in our nation. National Mall and Memorial Parks protects the National Mall and its iconic monuments and memorials and over 1,000 acres of greenspace in Washington, D.C.

Each year, the Mall hosts over 36 million visitors, making it the most visited national park in the country. With this level of use, volunteers play a vital role in helping the National Park Service engage with visitors and maintain the grounds.

This year we are excited to welcome a Community Volunteer Ambassador in anticipation of gearing the park towards A250 commemorations. We are interested in having this CVA collaborate with neighboring parks (President's Park, and National Capital Parks-East) to help execute larger scale day of service projects that are planned for America's 250th Independence Day. Much of this work

includes promotion of activities and events through digital media, coordinating between each park's respective staff, and general support of day-to-day volunteer program operations. Additional projects include the development of volunteer materials used with Amtrak's Trails & Rails program and supporting the Mall's emerging volunteer sites.

**Description of Duties:**

- Gain a firm knowledge of the National Park Service volunteer program through trainings and hands-on experience
- Become familiar with National Mall and Memorial Parks (NAMA) sites and assist staff members that coordinate volunteers
- Work closely with NAMA and various community partners
- Support volunteer program initiatives related to the Trails and Rails program and America 250 celebrations
- Provide general support to the volunteer program
- Assist with, plan, attend, and host volunteer events (training and social events)
- Develop and manage volunteer focused digital media
- Develop and assist large scale service day events (MLK Day, Earth Day, and National Public Lands Day)
- Recruit volunteers through social media posts, flyers, volunteer.gov, and community engagement
- Aid the park in developing long-range volunteer plans aligned with park and community needs by interacting with colleagues and partner organizations
- Engage with the community to increase park and volunteer awareness

**Qualifications:**

- Be able to provide proof of a driver's license and complete a MVR check
- Active driver's license
- Customer service skills
- Some communications experience (social media, photography, writing, etc.)
- Microsoft Office proficient
- Highly organized and a self-starter
- Project and time management skills
- Have a positive, can-do attitude and the ability to work under pressure
- Be willing to occasionally work weekends and odd hours
- 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:**

- Digital media

- Effective communication and interpersonal skills
- Experience with meaningful community engagement
- Some event planning experience
- Passion for parks and outdoors
- Familiar with service programs
- Innovative & creative
- Local applicants

### **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**

Housing is not available at the park. The CVA will be responsible for securing their own housing in the community. Please note that the housing market in DC is extremely competitive and one of the highest priced in the country. The CVA may be required to work weekends, nights, holidays, and special events.

**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.***