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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 – National Capital Parks - East

Location: Washington, DC

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.

This CVA position is housed within the Partnerships, Volunteer, and Youth (PVY) Programs division at NACE's central office in Anacostia Park. The CVA will work directly with the park's volunteer coordinator, and on occasion, interface with the senior PVY manager. The position will require becoming familiar with the volunteer program and the many sites within NACE. The scope of work will largely focus on expounding upon the current program development through recruitment, digital support, volunteer event planning and programming, and community engagement.

Site Description

The administrative unit of National Capital Parks – East (NACE) contains thirteen park units and parkways in Washington, D.C. and Maryland. Overall, the unit consists of 98 locations and more than 8,000 acres of recreation areas, historic homes, natural areas, farms, parkways, historic forts, archeological sites, and private properties. The sites provide important greenspace and recreation areas amongst dense urbanization and educate visitors through stories and historical information related to the area.

NACE'S Volunteer-In-Parks program is robust and many park sites substantially benefit from the necessary contributions of event and recurring volunteers. Volunteer events are planned by park rangers, partners, and affiliated organizations and generally involve litter cleanup, invasive species removal, trail maintenance, special event assistance, and various park improvement projects.

Position Responsibilities:

- Gain a firm knowledge of the NPS VIP program through trainings and hands-on experience.
- Become familiar with each park site within NACE and assist the staff members to strengthen their volunteer programs.
- Provide general support to the volunteer program.
- Assist with, plan, attend, and host volunteer events.
- Capture and organize photos of volunteers.
- Assist with webpage updates.
- Participate and assist on large event days (MLK Day, Earth Day, and National Public Lands Day).
- Recruit volunteers through social media posts, flyers, volunteer.gov, and community engagement.
- Utilize volunteer.gov on a regular basis.
- Create a regular volunteer newsletter.
- 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.



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- Attend virtual and in-person professional development trainings and events.
- Incorporate and plan weekday events at parks with the most need.
- Assist with new and upcoming volunteer programs such as BARK Ranger, Weed Warrior, and Trail Ambassadors.
- Gain insight from park staff and scout out park projects. Determine and implement volunteer projects.

CVA Minimum Requirements:

- Bachelor's Degree
- 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
- Participate in the CVA National Early Service Training in late November 2024 (date TBD)
- 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:

- 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

Additional Information:

A car is not required. Workdays will generally be Monday – Friday with occasional weekend work for large volunteer days. The position will be at the office three days/week and remote two days, with flexibility if requested. Opportunities to collaborate with other NPS sites may be possible upon request.

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.



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How to Apply

Please visit [Community Volunteer Ambassador \(cva.legacy.org\)](https://cva.legacy.org) 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**.

For Application Questions:

Please contact James Gasaway, Program Director at 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.