



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, Valles Caldera National Preserve - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 39201 NM-4, Valles Caldera NPRES, Jemez Springs, NM 87025

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.

Valles Caldera is a relatively new NPS unit, so the park is actively building their interpretation, education, and volunteer programs. There is a team of dedicated educators who support visitor service operations at two locations and provide programs in the park, in classrooms, and online. The volunteer program has volunteers from across north and central New Mexico. Most recurring volunteers are retirees from Los Alamos, though the park does get volunteers from Santa Fe and Albuquerque.

This CVA position will work closely with members of all teams at Valles Caldera to support critical work functions through volunteers. In addition, for this year, one major focus will be to work closely with Manhattan Project to determine how we can coordinate volunteer opportunities between parks, as well as with Bandelier.

This position will develop volunteer opportunities that revolve around renewing the landscapes, sharing sustainable practices from local Tribes and multi-generational residents of New Mexico (traditional ecological knowledge), and educating visitors about the primary topics and resources of

the park. This position will continue building the VIP program, from onboarding through service.

Description of Duties:

- Work with Valles Calder and Manhattan Project on coordinating volunteer programs.
- Collaborate with team members to identify volunteer-supported projects and educational opportunities.
- Work with staff to develop volunteer position descriptions based on the work needs.
- Recruit, onboard, and train volunteers.
- Track hours of all volunteers and assess progress of each opportunity.
- Use Volunteer.gov to track paperwork and hours of all volunteers.
- Support getting older volunteers into the Volunteer.gov system.

Qualifications:

- Enthusiasm to work with different people and make new contacts.
- Basic understanding of science.
- Willingness to learn about climate science.
- Ability to work within a team and communicate positively.
- 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:

- Ability to work independently.
- Ability to develop new ideas.
- Effective at building relationships.
- Sense of design and competence with computers.

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

The position will develop new partnerships and guide both Valles Caldera and Manhattan Project in ways of coordinating volunteers and volunteer opportunities.

As this position supports two parks and they are both beyond any transit schedules, the selectee will need a vehicle to reach both locations. Housing will be provided by the park in government housing near Valles Caldera's park headquarters. Housing option is a private efficiency apartment with shared dining and laundry areas.

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

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.