



**CONSERVATION
LEGACY**



Community Volunteer Ambassador – New River Gorge National Park and Preserve

Location: Glen Jean, West Virginia

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.

The Community Ambassador will serve as a member of the interpretation division/Volunteer program, providing assistance in coordinating the new Trails to Rails program to be offered Fall 2024. CVA will also do some volunteer recruiting for the program. Specifically trail volunteers.

Site Description:

New River Gorge National Park and Preserve is 74,000+ acres with approx. 150 employees. We have a full time Volunteer Coordinator and approx. 348 volunteers/6,000 hours (post-COVID).

Position Responsibilities:

- Develop a Trails to Rails program for volunteers to reach Amtrak train riders with information about the park as they ride through it.
- Scheduling meetings and needed group sessions to keep everyone up to date on the developments of the program.
- Facilitation of orientation and training of lead volunteers for the program. Teaching these volunteers to facilitate trainings for other volunteers participating.
- Volunteer recruitment and retention of volunteers for Trails to Rails along with the volunteer program.
- Work with the interpretation division and maintenance division to recruit volunteers for trails and other volunteer opportunities.
- Maintain needed documentation for the program and volunteers.

CVA Minimum Requirements:

- Ability to work independently
- Driving independently to community meetings and events to recruit, train and inform about the program.
- Communicate verbally and in writing
- Good public speaking skills
- some interpretation skills helpful
- Ability to independently complete assignments
- Ability to learn basic knowledge of the cultural and natural history of the park
- Knowledge of different technology-based tools such as computer skills in word, excel, social media etc.
- Participate in the CVA National Early Service Training in late March/early April 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:

- Local Applicant (housing is limited)
- Public Speaking Skills
- Spoken and written communication skills
- Computer Skills (word, excel etc.)
- Team Player
- Ability to learn new skills

Additional Information:

The CVA will get to work closely with park partners, staff, Amtrak, Railroad Society and volunteers and local groups interested in volunteering in the park. They will also be forming new relationships with community individuals and groups. Some evening and weekend work may be required. A driver's license is needed. Training opportunities will be available for the CVA.

Benefits:

- CVA will receive a weekly stipend of **\$600** (an additional \$150/week in housing allowance will be provided, if housing is not available at the site)
- 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.

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, January 22nd, 2024**, and run for 48 weeks until Friday, December 20th, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2024>. Application form requires a resume, cover letter, professional references.

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 November. Final deadline is **Sunday, December 10th, 2023**.

For Application Questions:

Please contact Geoff Elliot, Program Director at gelliot@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.