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**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> Application form requires a resume, cover letter, professional references.

## **Community Volunteer Ambassador – Southeast Utah Group**

**Location:** Moab, UT

### **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 Volunteer Ambassador (CVA) will support all aspects of the Southeast Utah Group's (SEUG) volunteer program. This dynamic program supports volunteers at four incredible national park units: Arches National Park, Canyonlands National Park, Natural Bridges National Monument, and Hovenweep National Monument. The CVA's work will involve a combination of administrative duties, like responding to volunteer requests and scheduling volunteer groups, and directly supervising volunteer projects out in the parks. The CVA will work on various special projects: the development of a quarterly volunteer newsletter, the expansion of the Trail Stewards volunteer program, and the creation of training materials about Volunteer.gov for volunteers. This position will be best fitted for someone who can work independently on projects but also enjoys interacting with people.

### **Site Description**

The Southeast Utah Group (SEUG) volunteer program spans four national park sites: Arches National Park, Canyonlands National Park, Natural Bridges National Monument, and Hovenweep National Monument. Although each park site is unique, they showcase some of the most iconic geologic formations of the Southwest, including the famous Delicate Arch. This vast desert landscape and its thousands of years of human history attract visitors from across the world.

The Community Volunteer Ambassador (CVA) will spend most of their time at Arches National Park and Canyonlands National Park. Arches National Park contains the largest concentration of natural arches on earth (over 2,000). In addition, Arches National Park protects a notable array of cultural sites and features that reflect the many different ways people have occupied and used Colorado Plateau landscapes over the last 12,000 years. Canyonlands National Park protects the confluence and associated ecosystems of two major western rivers, the Green and Colorado, which have shaped the complex natural and human histories of the park and surrounding region.

Between all four park sites, SEUG volunteer program usually hosts around 350 total volunteers per year. Most volunteers serve at Arches National Park. For this reason, the CVA intern will be stationed closest to Arches in Moab, UT; a small but vibrant community of 5,300 permanent residents and over 3 million tourists a year. Moab has all basic amenities (grocery stores, restaurants, a library, gas stations, banks, gyms, coffee shops, etc.). The town hosts several community events throughout the year, including concerts in the park, science-themed movies, art & crafts festivals, science talks, art walks, farmers' markets, etc.



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### Position Responsibilities:

- Assist CVA supervisor with most administrative aspects of volunteer program (volunteer paperwork & hours management, responding to volunteer requests, scheduling volunteer groups and projects, recruiting new volunteers, training volunteers & volunteer supervisors, planning volunteer recognition events, etc.)
- Directly oversee single day volunteer groups in trash pick-up and invasive plants removal projects.
- Recruit volunteers for, facilitate, and oversee monthly Service Saturday trash pick-up events.
- Develop interpretive programs about Leave No Trace ethics and other topics to present to volunteer groups.
- Develop and distribute a quarterly volunteer newsletter in partnership with CVA supervisor.
- Assist with expanding the Arches Trail Steward volunteer program to Canyonlands through volunteer recruitment, interviews, onboarding, training, and logistics.
- Create training materials (including videos) for volunteers and volunteer supervisors in the use of volunteer.gov for digital paperwork and volunteer hours tracking.
- On an intermittent basis, participate in community outreach events to connect with underrepresented local populations and recruit local volunteers.

### CVA Minimum Requirements:

- Organized and self-directed.
- Excellent attention to detail.
- Strong verbal and written communication skills.
- Ability to work independently on tasks after being trained.
- A positive, friendly attitude.
- Respect towards peoples of all ages and backgrounds.
- Interest in stewardship and the outdoors.
- A personal vehicle.
- Participate in the CVA National Early Service Training in March 2025 (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:

- Experience engaging general public, especially youth.
- Experience organizing or facilitating group projects/trips.
- Strong computer and digital skills including Excel, PowerPoint, social media, and basic photo & video editing.
- Comfort with public speaking.

### Additional Information:

- The CVA intern will typically work Tuesday through Saturday (and evenings on rare occasions)
- The CVA will spend approximately 70% of their time in the office and about 30% of their time out in the field.
- The CVA will be given numerous cross-training and job shadowing opportunities with other NPS teams to support the CVA's career development.
- The CVA will be integrated into a larger of community of SEUG interns through a handful of in-person intern community development events.
- As part of orientation, the CVA will explore and learn about all SEUG park units. This will allow the CVA to experience the parks' many natural and cultural wonders firsthand.



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### 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 \$7,395.00 (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 \(cva.legacy.org\)](https://cva.legacy.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> 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 8, 2024.**

### For Application Questions:

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.*