



**CONSERVATION  
LEGACY**



## **Community Volunteer Ambassador - Abraham Lincoln Birthplace National Historic Site**

**Location:** Hodgenville, KY

### **Program Details:**

Stewards Individual Placements 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 local communities.

Community Volunteer Ambassadors (CVAs) support Volunteer-in-Parks programs at National Park Service sites nationwide. This ranges from National Park, National Monuments, National Battlefields, National Historic Sites, National Recreation Areas, and more. The Community Volunteer Ambassador Program was developed to support NPS sites in connecting with their local communities through service and to provide young adults with a professional development opportunity within the National Park Service. CVAs provide capacity for NPS sites to establish community partnerships, develop new volunteer opportunities, and build volunteer program resources.

### **Site Information**

Abraham Lincoln Birthplace National Historical Park is located in rural, Hodgenville, Kentucky approximately one hour south of Louisville. The park staff consist of twelve permanent employees and several intern positions and is visited annually by 250,000 people from around the world. The Volunteer Program consist of volunteers who assist in daily, park operations and visitor services, rove trails, assist with special events and assist the maintenance division in grounds keeping.

### **Position Summary**

The Community Volunteer Ambassador (CVA) at Abraham Lincoln Birthplace National Historical Park will work under the mentorship of the Division of Interpretation staff to enhance volunteerism, partnerships, outreach, interpretation, education, and local youth involvement.

### **Position Responsibilities:**

- **Volunteer Program Support:** The CVA will work with the park's Volunteer Program Manager to increase volunteerism by recruiting a new cadre of diverse volunteers and assist with the daily management of the volunteer program, including managing the VIP email box, assisting with background investigations, record keeping, onboarding new volunteers, volunteer appreciation events, training,...etc.
- **Community Outreach through Events:** The CVA will conduct continual community outreach within the park during regular scheduled programming and special events alike. Other opportunities for community outreach include volunteer events and public service days coordinated by the CVA, such as the "Park Care Day" held in conjunction with National Park Week. The CVA will also attend community events such as the annual Lincoln Days event, Night Sky Program and the annual Walk Through Lincoln's Life event to further engage in community outreach.
- **Partnership Development and Management:** The CVA will develop a database of community organizations and programs (local school groups, military groups, non-profit groups, etc.) that relate to the park's mission and goals (i.e. natural and cultural resource protection, education, preservation, outreach, etc.) and identify social media outlets to increase communication efficiency and reach new audiences and potentially new park volunteers.
- **Interpretation and Education Operations Support:** The CVA will participate in the park's



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Interpretation program, including providing formal interpretive programs to visitors, participating in special events as well as recruiting and training volunteers. The CVA will also assist with leading park education programs for local students and participating in Junior Ranger programs in the park and the community. Additionally, the CVA will serve in a variety of administrative support functions (contributing to the park website, logistics of the park's volunteer program and providing logistical support for special events, etc.).

- Involvement of Local Youth: One of the goals of the park's Superintendent is to attract more local youth to volunteer and be involved at the park. The CVA will develop a strategy to accomplish this and will also participate in outreach events at local schools to talk to students about volunteer opportunities.

### **CVA Minimum Requirements:**

- Outgoing and friendly
- Respectful to people from all walks of life
- Respectful of generational differences in the workplace
- Reliable and dependable
- Adaptable and flexible
- Open minded
- Dedicated and ambitious
- Positive attitude
- Participate in the CVA National Early Service Training in early April 2023
- 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**

- Collaborative
- Team Player
- Strong work ethic with initiative, drive and enthusiasm
- Good communication skills
- Comfortable speaking to groups
- Situational awareness of workplace operations and safety
- Work independently, as needed, under direction of supervisor
- Will need to have or develop strong skills in the use of web sites and social media

### **Benefits:**

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,495.00 (pre-tax) upon successful completion of the program
- Professional development funds
- 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.



## Additional Information

- Work schedule may include weekends and opportunities to assist with evening special events.
- Hodgenville is remotely located and provides very basic services
- A driver's license and car are required
- There is no safe walking route to public services
- Basic, rural grocery stores are located one to four miles from the park
- Advanced public services, entertainment and recreation are located fourteen miles from the park in Elizabethtown, KY
- The selected individual (CVA) for this internship will live in park housing
- The park houses were built in the late 1950s when the park's Birthplace Unit Visitor Center was built. Each house has 3 bedrooms and 2 bathrooms. The CVA will have their own bedroom but will have to share the bathrooms. Common areas will also be shared and include a kitchen, dining room and living room area. The house is fully furnished, and the park also provides a land-line telephone, cable TV and Wi-Fi internet access at no additional cost to the CVA. The house contains a washer and dryer as well as a microwave, oven and refrigerator in the kitchen. The kitchen is also supplied with plates, glasses, cutlery, as well as some pots and pans. The park has provided a limited amount of sheets, blankets, and towels for interns to use, but all of these items are shared among house members. Selected individuals are strongly encouraged to bring some of their own personal items, such as bedding and kitchen supplies, to make their stay more comfortable and enjoyable
- Every individual who stays in park housing is required to read the park's housing manual and comply with all rules and regulations.
- The selected individual will be required to sign that they have read the manual and agree to all rules and regulations. Failure to comply with the park's housing manual may be cause for dismissal.

## How to Apply

Please visit [Community Volunteer Ambassador \(cvainternships.org\)](https://www.cva-internships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, February 6th, 2023**, and run for 50 weeks until Friday, January 19<sup>th</sup> 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application>. 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

Please submit your application by **Friday, December 9<sup>th</sup>** to ensure full consideration.

## For Application Questions:

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto:gelliot@conservationlegacy.org)

*Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.*