PLEASE NOTE: All applications must be submitted through this link - https://form.jotform.com/StewardsIPP/cva-member-application-2027

Position Title: Community Volunteer Ambassador – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: Catoctin Mountain Park

14707 Park Central Road, Thurmont, MD 21788

Terms of Service:

- **Start Date: 2/22/2027**
- **End Date: 2/4/2028**
- **AmeriCorps Slot Classification: 1700 Hours (50 Weeks)**

Purpose:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, provides individuals with AmeriCorps service and career opportunities to strengthen communities and preserve our natural resources. Participants serve with federal agencies, tribal governments, and nonprofits to provide institutional capacity, develop community relationships, and support ecosystem health. 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.

Catoctin Mountain Park offers a blend of natural, cultural, and historical resources reflecting a multitude of transformational periods in the nation's history. From Native American tribal resources to the Western Maryland iron industry, and New Deal Era ingenuity to 20th century presidential influence on the mountain, the 5,800-acre park reflects much of the early fabric of the United States.

The park's volunteer program includes positions within visitor services, resource management, maintenance, and cabin camps, while offering opportunities for multiple volunteer-driven events throughout the year.

Description of Duties:

The Community Volunteer Ambassador position will help the park reach varied audiences in an effort to expand volunteer opportunities and participation while creating a larger footprint in the local community.

Responsibilities:

- Community outreach through local colleges and universities
- Assisting the volunteer coordinator with program operations, service projects, and administrative duties
- Assisting staff with interpretive park programming alongside park volunteers
- Engaging community partners and educational institutions to build sustainable relationships
- Maintaining communication and transparency with staff and volunteers through monthly newsletters and reporting

Qualifications:

- CVA candidate must possess great teamwork and organizational skills with motivation to accomplish agreed upon goals
- A welcoming, friendly, and respectful personality in the workplace
- Ability to communicate effectively with staff, volunteers, and visitors in a professional setting
- Willingness to learn park operations and commit to executing the park's mission
- 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 veterans, 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 elementary or 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

- Public speaking and ability to communicate effectively with staff and visitors
- Ability to engage a public audience in a variety of settings, including park trails,

visitor stations, and a classroom
- Ability to serve effectively with visitors, volunteers, and park staff of all ages
- Experience with public speaking and community engagement

Our Commitment:

Conservation Legacy is committed to the full consideration of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Physical requirements may include periodic overnight travel, non-traditional work 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. The ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to Vanessa Morrison at vmorrison@conservationlegacy.org

Time Requirements:

- Typically, this position is expected to serve 40 hours per week, but exact service schedules may vary. A half hour lunch break 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 schools.
- Year-long Continuum of Learning supporting participant professional development.
- $750.00 in Professional Development Funds for travel and training.

Additional Position and Community Information:

Catoctin Mountain Park provides a wide variety of options to serve with the cultural and natural resources of the eastern Appalachian region while operating on an

interdivisional basis. A key benefit of the position is the ability to serve within an environment dedicated to community engagement while pursuing career development among a veteran staff.

As the volunteer program grows, so do opportunities for community collaboration and connectivity with other parks and sites in the region. To maximize these benefits, a valid driver's license and ability to serve weekends are required.

If needed, housing options are available within the park and is shared with interns and seasonal staff. Amenities include TV, Wi-Fi internet connection, air conditioning, heat, kitchen (including dishwasher), restroom, and quick access to primary work site. The closest town is Thurmont, Maryland, though the bustling city of Frederick is approximately 25 minutes away.

Benefits:

- Segal AmeriCorps Education Award of $7,395.00
- Living Allowance of $700.00 per week.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 10 Days Personal Leave, 10 Days Sick Leave

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.

Program Contact Information:

Please contact James Gasaway at the contact information below with any questions.

Stewards Contact information: James Gasaway, 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.