



**CONSERVATION
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PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

Community Volunteer Ambassador – Marsh-Billings-Rockefeller National Historical Park

Location: Woodstock, VT

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 CVA's primary role will be to recruit, train, and support the Marsh-Billings-Rockefeller volunteer program. Some volunteer positions are at capacity, while others have gaps in the schedule. The volunteers who currently occupy these positions love what they do and are passionate about recruiting more volunteers to their team. Marsh-Billings-Rockefeller currently has a group of volunteers that are interested in actively helping the park recruit needed positions at local libraries and senior centers. The CVA supervisor would be able to assist the CVA in the first few recruitment sessions until they felt comfortable leading the team on their own. The CVA will be supported and trained by the current volunteer program ambassador for the first four months of the position.

Site Description

Marsh-Billings-Rockefeller NHP interprets the evolution of conservation thinking and practice, in America and beyond. Although the site was named for three influential families of the 19th and 20th centuries, our programming reaches beyond the traditional history books, and embraces intersectional narratives about women, Native Americans, immigrants and people of color who also left their mark. As the only national park site with an active forestry program, the park manages its 550 acres with concern for both historic landscape integrity and climate change adaptation, creating an opportunity for fruitful and nuanced discussions with visitors about 21st century land management. Located in beautiful Woodstock, Vermont, the quintessential New England small town, the park works in partnership with many local organizations, including Billings Farm & Museum, to offer the public a variety of programs and events.

The volunteer program at Marsh-Billings-Rockefeller NHP is robust and growing. The site currently has an average of 40 volunteers per year. Volunteers are generally local members of the community, many of whom have volunteered at the park for 5+ years and are some of the biggest advocates for the program. Positions include trail ambassadors, front desk volunteers, accessibility ambassadors, and garden volunteers. The volunteer program also supports an active community science program, engaging locals in the process of gathering scientific data.

Position Responsibilities:

- Volunteer recruitment
- Host volunteer orientation and training
- Update and publish weekly volunteer newsletter and schedule
- Work with division leaders (natural resources, maintenance, curatorial, interpretation) to create and support volunteer positions
- Collect and organize volunteer data for national reporting



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CVA Minimum Requirements:

- Willingness to learn new things
- Respect towards people of all ages and backgrounds
- Organized and self-directed
- Ability to work independently on tasks after being trained
- Interest in working with the public
- Participate in the CVA National Early Service Training in late November 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:

- Customer service experience
- Public speaking and/or experience facilitating group trainings
- Experience working with senior/retirement community
- Interest in the field of visitor services and/or interpretation

Additional Information:

- Opportunity to participate in two-park intern cohort that meets weekly to discuss a variety of issues and undergo specialized trainings. Topics range from resume building to facilitated discussions on increasing diversity in the NPS.
- Opportunities to participate in a broad range of professional development opportunities in the fields of interpretation, visitor services, natural resources, maintenance, and curatorial, based on the participant's individual interest.
- Broad range of training opportunities depending on participant interest
- Opportunity to work closely with staff at Saint-Gaudens National Historical Park (home of sculptor Augustus Saint-Gaudens)

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

The CVA position will start on **Monday, September 9, 2024**, and run for 48 weeks until Friday, August 8,



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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 June. Final deadline is **Sunday, July 7, 2024**.

For Application Questions:

Please contact James Gasaway, Program Director at 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.