



## Community Volunteer Ambassador – Lincoln Home National Historic Site

Length:	Term of positions is 50 weeks; full-time 40 hrs/wk
Location:	Springfield, IL
Compensation:	\$500/week living allowance, additional \$65/week housing allowance, if housing is not provided.
Start Date:	September 11, 2023
Application Review:	Applications will be reviewed on a rolling basis with first review beginning on June 5th. Application deadline is Friday, July 21 <sup>st</sup> .
Position Title	Community Volunteer Ambassador

### Position 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 communities.

The Lincoln Home Community Volunteer Ambassador will assist the interpretive division with day-to-day volunteer operations, scheduling, and other volunteer-related administrative work. They will also assist with recruitment and expansion of our volunteer program, and will work with interpretive staff to help establish a new volunteer-internship program at the site and create new volunteer opportunities for a more diverse demographic of volunteers.

In addition, the Community Volunteer Ambassador will conduct outreach with local community organizations, and work with other interpretation staff to organize events and programs that reaches local communities and local organizations. Some of their duties will include event and program planning and development, such as volunteer appreciation events and program development for National Park Week.

### Site Description:

The CVA will be stationed at Lincoln Home National Historic Site. Lincoln Home NHS is a 4-block historic area located on the edge of downtown Springfield. The site receives hundreds of thousands of visitors each year, with the peak seasons being in the spring and summer. Visitors come from all over the country and the world, some of them coming specially to visit Lincoln’s Home, some on Route 66 trips or other vacations and are passing through, and some on NPS-focused trips. The site is open 7 days a week, year-round with the exception of Christmas, New Year’s Day, and Thanksgiving.

The volunteer program at Lincoln Home National Historic Site consists of approximately 25 year-round, weekly volunteers who staff the Lincoln Home Visitor Center front desk and assist with giving interpretive tours of the Lincoln Home. Additionally, Lincoln Home has another approximately 20 seasonal volunteers who volunteer with our summer Trails & Rails program and with the heirloom garden, which operates from spring to early autumn.



## CONSERVATION LEGACY



### Position Responsibilities:

- Assist with general management of volunteers
- Assist with general administrative work surrounding volunteers, including volunteer scheduling, tracking volunteer hours, tracking volunteer training certifications, etc.
- Volunteer recruitment
- Assist with development and establishment of volunteer-internship program, in partnership with local universities and educational institutions
- Development and recruitment of new volunteer opportunities
- Event planning, such as volunteer appreciation events and National Park Week events and programs
- Community outreach

### CVA Minimum Requirements:

- Outgoing and comfortable speaking with strangers
- Friendly
- Professional
- Organized
- Able to work well in team
- Compassionate
- Participate in the CVA National Early Service Training in early November 2023
- Be a U.S. citizen or lawful permanent resident
- High School Diploma/GED
- Be 18-30 years old at time of service (veterans up to 35 years old)
- 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:

- Bachelor's degree or other post-high school education
- Strong communication skills
- Local applicants
- Able to locate and use credible sources to support program development and writing
- Familiarity with social media and/or graphic design
- Experience engaging the general public
- Experience in outreach

### Additional Information:

- Schedule may require occasionally working on weekends, evenings, or holidays
- Driver's license is strongly recommended
- No park housing is available, though there are many housing options available nearby, located within the city limits

### Benefits:

- CVA will receive a weekly stipend of **\$500/week** living allowance, additional **\$65/week** housing allowance, 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



**CONSERVATION  
LEGACY**



- 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, September 11th, 2023**, and run for 50 weeks until Friday, August 23<sup>rd</sup>, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/sept-23-cva-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**

Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Friday, July 21<sup>st</sup>, 2023**.

### **For Application Questions:**

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