



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

Position Title: Community Volunteer Ambassador, St. Croix National Scenic Riverway - AmeriCorps

Conservation Legacy Program: Stewards Individual Placements

Site Location: 401 N Hamilton St., Saint Croix Falls, WI 54024

Application Timeline: Preference given to applicants that submit application by **June 13, 2025**

Terms of Service:

- Start Date: September 8, 2025
- End Date: August 7, 2026
- AmeriCorps Slot Classification: **1700 Hour**

Purpose:

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 emerging leaders to assist park units in building lasting connections to communities.

The St. Croix and its main tributary, the Namekagon River, make up the St. Croix National Scenic Riverway. The Riverway encompasses 200 miles of free-flowing river gliding and rushing through forested lands. The Riverway forms the border between Wisconsin and Minnesota, and weaves through state parks, state forests, county parks, and private land.

The Riverway Volunteers program is co-managed by St. Croix National Scenic Riverway and Wild Rivers Conservancy, the park's official non-profit partner. This joint program was established in September 2022 by management members of each organization. Through this partnership, both organizations can grow and sustain a solid volunteer base, reach a wider audience, strengthen existing community partnerships and build new ones, become more resilient and adaptable as a program, and access shared resources to achieve their missions.

A team of staff from both organizations work together to oversee this new program in its mission to provide meaningful experiences for people to actively conserve and enhance the St. Croix National Scenic Riverway and to help others explore and discover this national park. The volunteer program is

rapidly expanding, with river based and land-based volunteer opportunities for everyone.

The CVA will be instrumental in working with SACN and Conservancy staff in all divisions and areas to identify and prioritize volunteer needs, service descriptions, training needs, and develop a recruiting and implementation plan so that the volunteer program can grow and be sustainable. Building off the groundwork from previous CVA position, the new CVA will continue to expand the program, while helping set up the program for sustainable success. Through familiarizing themselves with the site, meeting with staff, and immersing themselves in our volunteer program, the community, and training through Conservation Legacy, the CVA can use their unique perspective to help guide the program toward achievable and sustainable steps to meet the goals listed above. Additionally, the CVA position would be a great help to our use of volunteer.gov by tracking and testing new updates and features, brainstorming how it can integrate into our joint program, and connect with volunteer.gov staff and other joint partners to strategize.

Description of Duties:

- Develop and expand a robust, collaborative volunteer program.
- Build on-going relationships between National Park Service, the Conservancy, and community partners, such as local schools, corporate groups, other nonprofit organizations
- Develop and implement procedures for recruitment, onboarding, supervision, and reporting of volunteers
- Work directly with NPS and Conservancy staff to maintain an on-going list of volunteer opportunities
- Serve with the volunteer coordinator as the face of the Volunteer Program for current and prospective volunteers.
- Assist the volunteer coordinator with development of trainings for volunteers and volunteer supervisors.
- Assist the volunteer coordinator with record keeping of the volunteer program.
- Assist with the planning and implementation of different volunteer events.

Qualifications:

- Ability to communicate with all ages, backgrounds, and cultures.
- Ability to serve with groups of people from differing backgrounds
- Strong written and verbal communication skills
- The ability to work independently as well as on a team
- Strong organizational skills
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- 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 veteran, 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 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:

- Experience managing projects and following through on assigned tasks
- Experience planning and executing events.
- Experience in an office setting, particularly one in federal government
- Bachelor's degree preferred, but can be substituted for relevant experience

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential functions. Some positions may require periodic overnight travel, non-traditional 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. Ability to safely drive an organizational vehicle may also be required for some positions. 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.

Time Requirements:

- This position is expected to serve 40 hours each week, but exact service schedules may vary.
- Lunch breaks 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 skills.
- Year-long continuum of learning supporting professional development
- \$1,200 in Professional Development Funds

Additional Position and Community Information

- Housing provided.
- Dedicated workstation at both NPS offices as well as conservancy office.
- Work with various groups in WI and MN.

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00

- Living Allowance of \$600 per week.
- Additional Benefit of \$150 per week, if housing is not provided
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Student Loan forbearance if Eligible (administered by MyAmeriCorps, directly)
- Interest Payments if Eligible (administered through MyAmeriCorps, directly)
- \$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.

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.

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 8, 2025** and run for 48 weeks until Friday, August 7, 2026.

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Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with different populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

Application Timeline: Applications will be reviewed on a rolling basis. First review will occur in early June. Final deadline is **Friday, July 4, 2025**.

For Application Questions:

Please contact James Gasaway, Program Director at 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.