



PLEASE NOTE: Applicants will need to apply here:
<https://form.jotform.com/StewardsIPP/cva-member-application-2026> Application form requires a resume, cover letter, professional references.

Position Title: Community Volunteer Ambassador, Blue Ridge Parkway –
AmeriCorps

Conservation Legacy Program: Stewards Individual Placements Program

Site Location: Blue Ridge Parkway

199 Hemphill Knob Rd, Asheville, NC 28803

Terms of Service:

- **Start Date: 2/23/2026**
- **End Date: 2/5/2027**
- **AmeriCorps Slot Classification: 1700 Hour Slot**

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 Blue Ridge Parkway is a scenic, 469-mile national parkway that winds through the Appalachian Mountains, linking Shenandoah National Park in Virginia to Great Smoky Mountains National Park in North Carolina. Often referred to as “America’s Favorite Drive,” it offers breathtaking vistas, varying ecosystems, and a rich cultural heritage. With elevations ranging from 600 to over 6,000 feet, the Parkway is especially renowned for its spectacular Fall foliage. Managed by the National Park Service, it is the most visited unit in the National Park System, attracting more than 16 million visitors annually.

The Parkway's volunteer program is among the largest in the National Park System, annually hosting between 750 and 1,200 volunteers who contribute an average of over 42,500 service hours. Volunteers support nearly every aspect of park operations, performing a wide variety of essential duties, including:

- Trail and facility maintenance
- Visitor center services and interpretation
- Living history demonstrations
- Musical performances and concert operations
- Natural resource and citizen science projects
- Campground hosting
- Preventative search and rescue
- Cultural resource and archival work
- Administrative support

This dynamic program is a vital part of the Parkway's success, helping to preserve its natural beauty and enhance the visitor experience. Volunteers are primarily drawn from the Parkway's gateway communities, and their contributions reflect the spirit and character of the region.

The Community Volunteer Ambassador (CVA) will play an important role in the day-to-day operations of the Blue Ridge Parkway's Volunteer Program. This position will support the coordination and management of volunteer activities across the park, assist with the recruitment and onboarding of new volunteers, and contribute to the establishment of new volunteer teams or the expansion of existing ones. Working closely with park staff and community partners, the CVA will help strengthen volunteer engagement, enhance outreach efforts, and foster a culture of stewardship that supports the Parkway's mission and long-term sustainability.

Description of Duties:

- Support day-to-day operations of the volunteer program.
- Assist with recruitment, onboarding and training of new volunteers.
- Help establish new volunteer teams and expand existing ones.
- Assist with planning, logistics, communication and operation of volunteer events and service days.
- Assist with monthly VIP Lead & NPS Volunteer Supervisor Microsoft Teams Meetings.
- Maintain and update volunteer records and databases.
- Track volunteer hours and maintain accurate records using volunteer management systems.
- Create and distribute materials to promote volunteer opportunities and raise awareness of volunteer initiatives.

- Promote volunteer opportunities through outreach, social media, and community engagement.
- Serve as a liaison between volunteers and park staff.
- Respond to e-mail inquiries about the volunteer program from the public, existing volunteers and NPS staff.
- Develop or expand existing partnerships with local organizations, universities, and businesses to expand volunteer engagement.
- Provide excellent customer service to volunteers and visitors.
- Assist with reporting and evaluation of volunteer program outcomes.
- Participate in training and professional development opportunities.
- Provide support to volunteers using Microsoft Teams.
- Write articles for the volunteer newsletter.
- Create social media posts promoting the volunteer program and its impact.
- Assist with updates to the volunteer page on the official NPS website and internal SharePoint.
- Identify suppliers and pricing for volunteer supplies, equipment, uniforms, PPE, and training.
- Redesign and reorganize the park headquarters volunteer uniform cache
- Create a uniform inventory database.
- Support volunteer recognition efforts by designing recognition items or recruiting a volunteer graphic designer.
- Assist with logistics, setup, and breakdown for the Annual Volunteer Recognition Tour. Overnight travel will be required.
- Create and update volunteer handbooks.
- Assist with special projects as assigned.

Qualifications:

- Proficient with Microsoft Office Products including Excel and Word, Microsoft Teams, Adobe Creative Cloud, and Canva
- Outgoing and friendly with strong interpersonal skills
- Patient and tolerant of repeated questions
- Self-motivated and able to work independently
- Team-oriented and collaborative
- Flexible and adaptable to changing tasks and priorities
- Detail-oriented and organized
- Strong verbal and written communication skills
- Passion for volunteerism and conservation
- Desire to support the mission of the National Park Service
- United States citizen, United States national, or a lawful permanent resident alien
- At least 17 years of age
- 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:

- Local applicants preferred but not required.
- Bachelor of the Arts degree or equivalent

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 the hiring manager.

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 skills
- Year-long continuum of learning supporting professional development
- \$750.00 in Professional Development Funds for travel and training

Additional Position and Community Information:

- Driver's license required
- Park vehicle available when duties require its use
- Some weekend and evening work will be required
- Some overnight travel will be required
- Opportunity to collaborate with other National Park Units
- Park housing is not available

Benefits:

- Segal AmeriCorps Education Award of \$7,395.00
- Living Allowance of \$600.00 per week.
- Additional Benefit of \$150.00 per week if housing is NOT provided by NPS host site at no cost to the participant.
- Healthcare Coverage if Eligible
- Childcare Coverage if Eligible
- Loan forbearance if Eligible
- Interest Payments if Eligible
- 10 Federal Holidays, 13 days Personal Leave, 13 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.

How to Apply

Please visit [Community Volunteer Ambassador \(cvinternships.org\)](http://cvinternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, February 23, 2026** and run for 50 weeks until Friday, February 5, 2027.

PLEASE NOTE: Applicants will need to apply here:

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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 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. Final deadline is **Friday, January 9, 2026.**

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.