



**CONSERVATION
LEGACY**



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

Community Volunteer Ambassador – Golden Spike National Historical Park

Location: Promontory, UT

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.

Golden Spike NHP is seeking a candidate that is passionate about history, volunteerism and community engagement to act as a key member of our community outreach team. Our candidate will recruit and train volunteers and assist in managing volunteer programs benefiting local communities and fostering partnerships for years to come.

Site Description

Golden Spike National Historical Park seeks to tell the story of the nation's first transcontinental railroad across the United States. Over 1,800 miles of track were laid from Omaha to Sacramento enabling people from all walks of life the ability to travel the country in a matter of days uniting the nation from coast to coast. Today, the park strives to tell the untold stories of all those who were affected by the building of the transcontinental railroad.

Golden Spike NHP has a tradition of volunteers and close community partners dating back to the creation of Golden Spike National Monument in 1957. Volunteers today help with special events, educational programs, school groups, visitor center assistance, locomotive demonstrations, and maintenance. With a wide variety of volunteer opportunities at Golden Spike NHP the story of the transcontinental railroad comes alive for visitors and staff alike.

There will also be opportunities to visit and work with our sister parks – Timpanogos Cave National Monument, and Fossil Butte National Monument as well.

Position Responsibilities:

- Assist in recruiting and training adult volunteers for interpretation, resource, engine house, and maintenance divisions.
- Assist in teaching seasonal volunteers and community members about the park resources and safety concerns.
- Create web content for the volunteer pages of the park website.
- Create social media content featuring volunteers and community partnerships
- Work with various park divisions to create positions descriptions for their volunteer needs and then recruit for said positions.
- Leverage our existing relationships and match those candidates with volunteers opportunities.
- Attend community outreach events such as festivals and parades.
- Organize and recruit volunteers to support and participate in the park's cultural programs.
- Manage cultural and living history resources used for cultural programs and demonstrations.
- Develop Volunteer Handbook for volunteer orientations, training, and onboarding.

Updated 10/2/2023



CVA Minimum Requirements:

- Enjoy working with people in small and large groups.
- Excel in People skills: ability to contact organizations, people with diverse backgrounds, and ability to fosterer partner and volunteer relationships.
- Excel in verbal and written communication skills.
- Be able to work in organized and efficient manner in the workplace.
- Bring initiative and creativity to work assignments.
- Carry all duties in a collaborative, professional, and respectful manner.
- Have a reliable form of transportation and provide proof of driver license.
- Associates degree or higher.
- Participate in the CVA National Early Service Training in March 2025 (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:

- Local Applicants Preferred (Box Elder and/or Weber County and surrounding areas)
- Experiences working with the general public through outreach and educational activities.
- Public Speaking Skills
- Experience with community partnership development.
- Experience in customer service environment
- Knowledge of interpretation and education
- Strong computer skills including Microsoft Teams, Google Slides, excel spread sheets, and PowerPoint.
- Comfortable working in different Social Media Platforms
- Ability to work with youth (middle & high school students)
- Have an interest in assisting volunteers and interns from diverse backgrounds, being courteous, professional, patient, and respectful always.
- Have an interest in history, education, or the environment.

Additional Information:

Housing:

We have limited access to onsite housing, but an abundance of housing options in our local communities along the Wasatch Front. As we have done in the past with seasonal hires, the CVA will have the opportunity to discuss with park staff various housing options in the surrounding local communities. In this area our park is fortunate to have staff living in many of the surrounding communities and can provide more specific details and/or housing opportunity information.

Schedule:

The applicant will work most Saturdays from April-October so that they can manage the Saturday volunteer led cultural and historic demonstrations. Volunteer will work two-night sky events in order to foster park relationship with astronomy volunteers and societies.

Vehicle:

Drivers license required. The applicant will be able to use a government vehicle to drive to sister parks while working there, and for transportation to local community volunteer events.



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Alternative Sites:

Applicant may assist at sister parks Fossil Butte and Timpanogos caves during volunteer outreach events.

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 \$7,395.00 (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 **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> 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 November. Final deadline is **Sunday, December 8, 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.