



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, Fort Smith National Historic Site – AmeriCorps

Conservation Legacy Program: Stewards Individual Placements Program

Site Location: Fort Smith National Historic Site

301 Parker Avenue, Fort Smith, Arkansas 72901

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.

Fort Smith National Historic Site covers nearly eighty years of history, from the establishment of the first Fort Smith in 1817 through the end of Judge Parker's jurisdiction over Indian Territory in 1896. Exhibits in the visitor center focus on Fort Smith's military history from 1817–1871, westward expansion, the federal court's impact on Indian Territory, federal Indian policy, and Indian Removal. Also located on park grounds are the foundation of the first Fort Smith (1817-1824), the Commissary building (circa 1838), and a reconstruction of the gallows used by the federal court. The trail

along the Arkansas River includes wayside exhibits on various periods of the history of Fort Smith.

Fort Smith NHS employs a small but mighty team of interpreters. Staff are ambitious yet realistic. There are currently 131 volunteers involved in the Volunteers-in-Parks (VIP) program, including those who participate on a weekly basis as well as many others who assist with events such as living history, historic weapons, maintenance of the park's historic garden, and more. This has created a wonderfully broad and dynamic community of volunteers from the local area.

The CVA is anticipated to primarily be involved in assisting the interpretive team with America 250 VIP programming. Fort Smith NHS is planning three major events during 2026, in April, July, and October. Each event is different but will involve living history programs and historic weapons reenactments by volunteers and staff. The CVA will be expected to participate in the planning and organization of the events in collaboration with park staff, as well as participate in programming and living history, should they so desire. Recruitment of volunteers and collaboration with the Friends of the Fort for events and normal operations is also an essential part of the position. The CVA may assist in creating new materials to promote the program, including authoring social media posts and assisting with the VIP coordinator's outreach efforts at events. The CVA will also be expected to assist with daily interpretive operations (<20% of the time).

Description of Duties:

- Assist with planning and preparation of VIP events, particularly America 250 programming in April, July, and October 2026
- Assist with event setup and breakdown
- Participate in living history and/or programming if interested
- Assist the VIP Coordinator as needed with the Friend's Group, document and share new strategies for effective communication and collaboration
- Author social media posts to promote VIP program and related events
- Document and share all recruitment plans and strategies with park staff.

Qualifications:

- Ability to work both independently and as a part of a team
- Strong organizational abilities.
- 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:

- Outgoing with strong communication skills
- Experience with customer service and/or serving the public
- Interest/study of 19th century history is a plus.

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:

The CVA will be expected to work weekends, and their schedule will likely change alongside seasonal closures. Evening work may be required on a very limited basis. (FOSM is currently closed on Sun/Mon until April 4th for the Winter season)

Housing is not provided, but the park will be available to assist the CVA and connect them with resources. Housing in the Arkansas River Valley is very affordable and with the park being inside the city of Fort Smith, housing is quite available. Recent employees have found affordable housing (under \$700 per month). Local applicants are encouraged to apply.

While housing, shopping, and medical and dental facilities in the city can be reached by foot, bicycle, or public transportation, the park recommends the CVA have their own transportation. Summers are usually hot and humid, and winters can be rainy with a chance of snow. Within a 1–3-hour drive are over 15 designated wilderness areas and numerous opportunities for fishing, camping, canoeing, and hunting. Within that same distance there are dozens of state parks as well as 10 National Parks with opportunities to work with them to support FOSM's America 250 events.

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 \(cvainternships.org\)](https://cvainternships.org) to review “Member Positions” by region and find instructions on how to apply.

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

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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.