



**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 – Blue Ridge Parkway

Location: Asheville, NC

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.

The CVA will play a vital role in the Blue Ridge Parkway's volunteer program and will work closely with the volunteer program manager in the day-to-day operations of the program. They will assist with the rebuilding of the Parkway's volunteer program in Virginia through volunteer recruitment and the establishment of new volunteer teams. The CVA will assist in the creation of handbooks for the volunteers and the VIP Leads. They will also assist with organizing trainings, volunteer workdays and events associated with National Park Week, National Volunteer Week and National Public Lands Day.

Site Description

The Blue Ridge Parkway is a scenic roadway that stretches 469-miles through the Appalachian Mountains of North Carolina and Virginia. The Parkway has developed 25 developed areas at irregular intervals along its route and maintains more than 360 miles of trails. World-renowned for its stunning views, abundant biodiversity and rich cultural heritage, the parkway has an average yearly visitation of 16-20 million people making it one of the nation's most visited National Park units.

The Parkway's volunteer program is one of the largest in the Southeast Region. It is administered by a full-time volunteer program manager who oversees more than a dozen national park volunteer supervisors and VIP leads. Between 750-1250 people volunteer with the Parkway in an average year. Volunteers work with each division on a variety of projects including citizen science, living history festivals, music concerts, search & rescue, trail maintenance, general maintenance, historic gardening, visitor center services, volunteer bear patrol, trail rovers, education, interpretation, wildlife monitoring, campground hosts, newsletters and administration.

Position Responsibilities:

- Lead recruitment efforts to boost volunteer numbers and establish new volunteer teams in Virginia and specialized teams in other areas of the park.
- Look for ways to boost volunteer recruitment from underserved and underrepresented populations.
- Assist in the creation of volunteer handbooks for volunteers, VIP Leads and NPS Volunteer Supervisors
- Assist with the development of Local Policy for volunteers on the Blue Ridge Parkway.
- Assist with organizing trainings for volunteers, VIP Leads and NPS Volunteer Supervisors.
- Lead training sessions.
- Organize events for National Public Lands Day, National Park Week, National Volunteer Week and Project Parkway.
- Assist volunteers with using Microsoft Teams. Possibly lead troubleshooting sessions or create

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troubleshooting guides.

- Assist with the collection and tabulation of volunteer hours for Annual Report.
- Audit databases for Trail, Overlook and Cemetery Adoptions to determine if volunteers are still active and put those that are not currently being maintained up for adoption.
- Help build and maintain databases to track volunteer trainings and certifications.
- Assist with recruitment efforts using Volunteer.gov and explore other means of using Volunteer.gov to benefit Parkway's volunteer program.
- Assist the volunteer program manager with the day-to-day operation of the Park's volunteer program.
- Develop climate-related materials and potential climate-related volunteer projects that may include web content, citizen science projects, K-12 climate focused curriculum, etc...

CVA Minimum Requirements:

- Must possess a Bachelor's Degree
- Strong work ethic
- Outgoing and friendly attitude
- Patience and understanding when dealing with others
- 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
- Public speaking
- Effective communication skills
- Experience engaging the public
- Experience with Microsoft Teams

Additional Information:

- The Blue Ridge Parkway and its surrounding communities experienced significant damage from Hurricane Helene. Recovery and rebuilding efforts will be ongoing for the duration of the CVA's term here.
- Occasional weekend and evening work will be required
- Driver's license will be required
- Long linear park will require some overnight travel

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.



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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 **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

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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.