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## **Community Volunteer Ambassador - St. Croix National Scenic Riverway**

**Location:** St. Croix Falls, WI

### **Program Details:**

Stewards Individual Placements 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 local communities.

Community Volunteer Ambassadors (CVAs) support Volunteer-in-Parks programs at National Park Service sites nationwide. This ranges from National Park, National Monuments, National Battlefields, National Historic Sites, National Recreation Areas, and more. The Community Volunteer Ambassador Program was developed to support NPS sites in connecting with their local communities through service and to provide young adults with a professional development opportunity within the National Park Service. CVAs provide capacity for NPS sites to establish community partnerships, develop new volunteer opportunities, and build volunteer program resources.

### **Site Information**

The St. Croix National Scenic Riverway is in Minnesota and Wisconsin and consists of the St. Croix River and its tributary, the Namekagon River. For 255 miles, these rivers flow through some of the most scenic and least developed country in the upper Midwest that offer outdoor enthusiasts a chance to enjoy a variety of recreation opportunities within easy reach of Minneapolis-St. Paul and other metropolitan areas of the upper Midwest.

The park works closely with the Wild Rivers Conservancy of the St. Croix and Namekagon, the non-profit friends group of the park, for conducting education and public interpretive programs and natural resource research and monitoring programs. All these programs include working with volunteers. The park and the Conservancy are working together to establish a joint volunteer program which this position will help develop.

### **Position Summary**

This position will be working at the St. Croix National Scenic Riverway with the primary work location at park headquarters in St. Croix Falls, WI. The position will work with all park divisions and with the park's friends group on solidifying and expanding the volunteer program, especially creating sustainable volunteer programs with people and organizations from local communities throughout the watershed and from the Twin Cities metropolitan area.

### **Position Responsibilities:**

Will work with all park divisions (Interpretation/Education, Natural Resources, Cultural Resources, Maintenance, Administration) and the park friends group, the Conservancy to:

- Identify volunteer needs and opportunities;
- Develop volunteer service job descriptions;
- Develop standard operating procedures and job hazard analyses as part of the job descriptions;
- Recruit volunteers using a variety of methods and through many park partners;
- Coordinate volunteer supervision for specific volunteer positions and for large volunteer projects;
- Establish volunteer training for staff working with volunteers.
- Establish a library of position descriptions.
- Establish a tracking method, including volunteers, hours, and interests.



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- Communicate with management on a weekly basis the achievements of the positions and volunteer programs
- Promote achievements of the volunteers, e.g., via social media posts and emails.
- Develop a standard operating procedure for the above responsibilities with the purpose of another position(s) assuming these responsibilities.

### **CVA Minimum Requirements:**

- Strong organization skills
- Good ability to work with MS Office software such as Word and Excel
- Ability to work well both independently and as part of a team
- Demonstrated ability to communicate clearly and effectively
- Demonstrated ability to initiate and coordinate with others related tasks
- Must be able to work flexible hours, including weekends and evenings, as well as working outdoors as part of planning and coordinating volunteer events.
- Participate in the CVA National Early Service Training in early April 2023
- 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**

- Has effective communication skills, including being able to communicate well with management/supervisor, coworkers, and volunteers.
- Works well with others in collaboration and teams.
- Can work independently, taking initiative and lead.

### **Benefits:**

- CVA will receive a weekly stipend of **\$500** (additional \$65/week, if housing is not provided)
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,495.00 (pre-tax) upon successful completion of the program
- Professional development funds
- 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.

### **Additional Information**

- A car is required because of the distance having to travel from housing to headquarters. Housing will be provided within the watershed and commuting distance (14-30 miles) to headquarters.
- Government vehicles will be used for driving to programs or meetings while on duty.
- Position will include basic kayak training and kayak rescue training and opportunities to kayak on the Riverway.
- Position will be collaborating with a network of community organizations focused on populations underserved within the Riverway and watershed.



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### **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 **Monday, February 6th, 2023**, and run for 50 weeks until Friday, January 19<sup>th</sup> 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application>. 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 **Monday, January 23<sup>rd</sup>**.

### **For Application Questions:**

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto:gelliot@conservationlegacy.org)

*Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.*