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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 – Rock Creek Park

Location: Washington, DC

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 at Rock Creek Park will help support volunteer programs, work with community partners, and exercise strategic outreach.

The CVA will help with our current volunteer programs such as Weed Warrior, Roving Rangers, and Stream Team leaders. They will aim to engage volunteers in service opportunities that include invasive plant removal, native plant restoration, and litter cleanups.

Additionally, the CVA will be tasked with helping us address emerging opportunities. One opportunity will include assisting with a strategic recruitment plan for the volunteer program, aimed at reaching new, younger, and more diverse volunteers. Another is helping to facilitate the park's adoption of volunteer.gov, allowing our program administration to be more effective and efficient. Other opportunities include developing local policies for the volunteer program and exploring ways to better engage volunteers and staff in the future of the program.

Rock Creek Park's Community Volunteer Ambassador will have a passion for community outreach, help think of new ideas, build capacity for our volunteer programs.

Site Description

Rock Creek Park itself was first established in 1890 to protect the natural historical landscape of the Rock Creek Valley in Washington, DC. The Park was one of the first designated federal park units and is unique due to its proximity to an urban center. The Park protects more than 2,000 acres of the Rock Creek watershed which provide habitat for many plant and animal species. While being embedded in a metropolitan city poses many environmental challenges, one benefit is the desire of the community to come out and volunteer in their neighborhood park. Last year ROCR reported hosting over 6,000 volunteers who totaled over 30,000 hours of volunteer service. The park along with its partners run a number of volunteer programs that include SOLVE, Weed Warrior, Roving Rangers, and the Stream Team Leader program. Rock Creek Park also coordinates many service day events such as MLK day and National Public Lands Day.

Position Responsibilities:

- Develop a strategic recruitment plan to bring on volunteers from diverse backgrounds, specifically youth volunteers.
- Identify and engage with new community members and organizations, expanding the park's reach and awareness of our own community.
- Lead and coordinate volunteer service events.



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- Develop trainings and orientation materials to allow for a smoother onboarding into our volunteer programs and positions.
- Help facilitate the adoption of Volunteer.gov across all park volunteer programs.
- Develop volunteer communications materials, including social media campaigns, newsletters, etc.
- Continue to develop the park's local policies governing its volunteer programs, ensuring compliance with national standards and guidelines.

CVA Minimum Requirements:

- Bachelor's degree
- Willing and able to commit to a year of full-time work
- 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:

- Outgoing and open-minded attitude, with a willingness to engage with community members from diverse backgrounds
- Strong communication and written skills
- Excellent time management skills
- Local candidates preferred
- Ability to represent an organization with professionalism
- Ability to work independently

Additional Information:

The site is located in Washington, DC, providing access to a variety of educational, cultural, and historical opportunities that are associated with a metropolitan city. Rock Creek Park does not have on-site housing available however, DC has an expansive public transportation system that connects all four quadrants of DC with suburban Virginia and Maryland. The office the CVA will report to is accessible by both metro and bus. The bus stop is located on the street adjacent to the office and the metro is within a 10-minute walk.

The CVA should expect to work 40-hour weeks. The weekly schedule is generally Monday- Friday, but many volunteer events fall on weekends and evenings, especially during the summer months. Some of the CVA's time will be spend indoors planning and strategizing community outreach, while other times will be spent outside leading or participating at events. Additionally, to allow greater flexibility, telework options may be available.

The CVA will have the opportunity to connect with staff, volunteers, and interns who work in interpretation and education, natural resources, partnerships, administration, and historic preservation. As a member of the ROCR team, they will have the chance to connect with staff by participating in meetings, planning, and other activities. Also, because of Rock Creek Park's proximity to both regional and national offices, the CVA will benefit from networking opportunities and the various trainings offered at those sites. They will have the opportunity to shadow National Park staff both at ROCR and in the surrounding National Capital Region and gain additional knowledge they might not be exposed to through their position.



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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.