



**CONSERVATION
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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 – Cedar Creek and Belle Grove National Historical Park

Location: Middletown, VA

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 Community Volunteer Ambassador will work closely with the Cedar Creek and Belle Grove National Historical Park's Interpretation, Education, and Visitor Services staff to assist in the day-to-day management of the volunteer program. The three primary roles of the CVA will be:

Help write, edit, and review required local volunteer management policies and service descriptions to ensure compliance with National Park Service policies.

Lead a robust and growing team of virtual volunteers for a Historic Records Transcription project on behalf of the Cultural Resources program.

Serve as the liaison between the National Park Service and the in-park volunteers for legislative partner organizations (Cedar Creek Battlefield Foundation, Belle Grove Plantation, Shenandoah Valley Battlefields Foundation).

Site Description

Cedar Creek and Belle Grove National Historical Park is a partnership between the National Park Service and five non-federal organizations that preserves, protects, and interprets a nationally significant Civil War landscape and antebellum agricultural community. The park tells the rich story of Shenandoah Valley history from the perspectives of Native Americans, colonists, settlers, enslaved laborers, and soldiers. Significant historic, natural, cultural, military, and scenic resources associated with the Cedar Creek Battlefield and Belle Grove Plantation are preserved and interpreted through partnerships with local landowners and the community. The park serves as a focal point within the Shenandoah Valley Battlefields National Historic District to recognize and interpret important Civil War events, including the key battles and campaigns of 1862 and 1864.

The Community Volunteer Ambassador will have the unique opportunity to assist in revitalizing the park's volunteer program. Assistance is needed to help the park update its volunteer management paperwork and find creative ways to inspire more community participation. The park has a strategic action plan goal to attract new and diverse audiences to the park and tell a more inclusive history. The volunteer program is an important part of that process!



Position Responsibilities:

- Finalize Local Volunteer Policy and Volunteer Handbook.
- Update Volunteer Service Descriptions and Job Hazard Analysis.
- Ordering and inventorying volunteer recognition items.
- Ordering and inventorying volunteer uniform items and personal protective equipment.
- Use Volunteer.gov to recruit and advertise for volunteer opportunities.
- Assist NPS staff with volunteer orientations.
- Oversee the continuation of the Remote Historic Records Transcription Project. Assist with the training and check-ins with volunteers. Proofread work completed by volunteers. Work with the Cultural Resources Manager to ensure transcription work is available to NPS staff, partner organizations, and researchers.
- Manage a team of volunteers from the Shenandoah Astronomical Society who assist with public astronomy programs.
- Plan and lead service learning projects and volunteer events (Examples: American Battlefield Trust Park Day and National Public Lands Day).
- Assist NPS Staff with public outreach events and educational programming.
- Work with our park partners and their volunteers to foster a sense cohesion among park organizations.
- Leverage in-person volunteers to assist with the development of the new public access areas of the park planned for 2025.
- Support other park programs (Facilities Management, Natural Resources, Administration) with the creation of creative volunteer opportunities.
- Create website and social media content related to the volunteer program.

CVA Minimum Requirements:

- No previous experience is necessary. Cedar Creek and Belle Grove National Historical Park is looking for Community Volunteer Ambassador that:
 - Values teamwork and collaboration.
 - Has an independent and self-motivated work ethic.
 - Is willing to engage with hard histories to tell a more inclusive story.
 - Wants to learn more about the National Park Service.
 - Has an interest in learning more about Shenandoah Valley and Civil War history.
- 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.
- Comfortable with public speaking.
- Visitor Services experience and skills.
- Good communicator (both written and verbal).
- Computer programming skills (word processing, PowerPoint, excel spreadsheet)
- Bilingual to engage with non-English speaking populations in the local community.
- Experience reading and transcribing cursive (beneficial for the Historic Records Transcription volunteer opportunity).



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Additional Information:

Work schedule will likely include weekends and Federal holidays. Occasional evening shifts for outreach events and astronomy programs.

Park housing is not available.

Several communities exist within a short commute that offer rental opportunities (Winchester, Front Royal, Stephen's City, Strasburg). Winchester is the largest city in the region with a large hospital and several grocery stores. This duty location is not remote. The park is approximately 90 minutes away from Washington DC, which offers all amenities of a large metropolitan city.

Cedar Creek and Belle Grove National Historical Park works with five non-Federal organizations, including national and local non-profits and a nearby local government. The Community Volunteer Ambassador will gain additional experience in the realm of historic preservation by working alongside these partner organizations.

Several other National Park Service sites are within a 90-minute drive of Cedar Creek and Belle Grove National Historical Park (Shenandoah National Park, Harpers Ferry National Historical Park, Antietam National Battlefield, Monocacy National Battlefield). There may be opportunities to collaborate on volunteer projects and job shadow opportunities.

The US Forest Service manages the George Washington and Thomas Jefferson National Forest which offers plenty of opportunities for outdoor recreation with another land management organization.

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 \(cva.nps.gov\)](https://cva.nps.gov/) 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

Updated 10/2/2023



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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.