



**CONSERVATION  
LEGACY**



## **Community Volunteer Ambassador – National Capital Parks East**

**Location:** Washington, D.C.

### **Position 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.

This CVA position is housed within the Partnerships, Volunteer, and Youth (PVY) Programs Division at NACE's central office. The CVA will learn and work directly with the park's volunteer coordinator and on occasion interface with the senior manager of PVY. The CVA will also have an opportunity to present and interface with the senior management team on specific projects and accomplishments. The position will require becoming familiar with the volunteer program and the many sites within NACE. The scope of work will largely focus on expounding upon the current program development through digital storytelling, volunteer event planning, and community engagement.

### **Site Description:**

The administrative unit of National Capital Parks – East (NACE) contains thirteen park units and parkways in Washington, D.C. and Maryland. Overall, the unit consists of 98 locations and more than 8,000 acres of recreation areas, historic homes, natural areas, farms, parkways, historic forts, archeological sites, and private properties. The sites provide important greenspace and recreation areas amongst dense urbanization and educate visitors through stories and historical information related to the area.

NACE's volunteer – in – parks program is growing and many of the park sites substantially benefit from the necessary contributions of volunteers. Volunteer events are planned by park rangers, partners, and affiliated organizations and generally involve litter cleanup, invasive species removal, trail maintenance, special events, and various park improvement projects.

### **Position Responsibilities:**

- Take photos and video of volunteer events
- Organize, edit, and compile photos and video
- Recruit and recognize volunteers through social media posts
- Interview scholars and rangers in the development of digital volunteer trainings
- Assist with webpage updates
- Contribute to the quarterly newsletter
- Become familiar with processes and paperwork of the Volunteer – In – Parks program
- Plan volunteer events
- Create a volunteer orientation for historic home docents
- Engage with the community to increase park and volunteer awareness
- Aid the park in developing long-range volunteer plans aligned with park and community needs
- Develop assessments and reports that provide recommendations on how divisions and parks may utilize volunteers and how to build volunteer capacity.
- Aid in developing NACE Volunteer Brochure
- Attend professional development trainings and events



### **CVA Minimum Requirements:**

- Participate in the CVA National Early Service Training in fall/winter 2022/2023
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old at time of service (veterans up to 35 years old)
- Bachelor's degree
- Some communications experience (social media, filming, video editing, photography, writing, etc.)
- Some experience in the cultural/natural resources sector
- Microsoft Office proficient
- Innovative & creative
- Highly organized and a self-starter
- Oral and written communication proficiency
- Project and time management skills
- Team oriented
- Approaches work with an equitable and inclusive lens
- Highly formed and mature interpersonal skills
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- US Citizen, or Lawful Permanent Resident Alien of the United States

### **Preferred Qualifications:**

- Experience with meaningful community engagement
- Experience working in Black and Indigenous People of Color (BIPOC) communities.
- Passion for parks and outdoors
- Interest in preserving African American History & Culture
- Familiar with service programs
- Local applicants preferred
- Driver's license preferred

### **Additional Information:**

- A car is not required
- Workdays will generally be Monday – Friday with occasional weekend work for large volunteer days
- The position will be at the office three days/week and remote two days, with flexibility if requested.
- Opportunities to collaborate with other park service sites may be possible upon request.

### **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 \$6,345.00 (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



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## **How to Apply**

The CVA position will start on **Monday, September 12th, 2022**, and run for 50 weeks until Friday, August 25<sup>th</sup> 2023. Applicants will need to apply here: [CVA Member Application 2022-2023 \(September Cohort\) \(jotform.com\)](#) and attach a cover.

Please ensure your cover letter addresses the specific requirements and position details for this park. You may submit one application for multiple positions by selecting all sites and attaching the necessary cover letters.

## **Applications Deadline**

Please submit your application by Friday, July 15<sup>th</sup> to ensure full consideration.

## **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.*