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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 – Moores Creek National Battlefield

Location: Currie, 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 serve as the co-volunteer coordinator. Conducting recruitment activities, overseeing administrative activities.

Site Description

Moores Creek National Battlefield is an 88-acre park which is the site of the first decisive patriot victory in the American Revolution. The staff is 10.4 full time employees. The number of volunteers averages about 325 per year. The majority of the volunteers work at single events, and the total volunteer hours for the year averages more than 6000 hours.

Position Responsibilities:

- Recruitment using Volunteer.gov and other traditional outreach methods
- Overseeing onboarding processes including the administrative functions
- Coordinate with volunteer supervisors to ensure appropriate position descriptions are up to date and in place
- Staying informed of VIP program policies and procedures, and maintaining program documentation
- Completing all required data calls for the VIP program
- Researching and seeking out new volunteer opportunities in the park, and strategizing new partnership opportunities

CVA Minimum Requirements:

- Enthusiastic
- Organized
- Detail oriented
- Excellent time management skills
- Excellent communication skills, both verbal and written
- Ability to communicate and passionately advocate for the volunteer program within the National Park Service
- 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

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Preferred Qualifications:

- Local applicants/local commuting area
- Public speaking
- Effective communication skills
- Organized
- Passion for public service

Additional Information:

- Housing is not available
- Drivers license required
- Primarily weekday schedule, but some weekend work may be required
- Opportunities to collaborate with other sites in the area
- Exposure to diverse career field opportunities
- Opportunity to work independently, and to provide input into the growth and development of the volunteer program

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.

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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

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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.