



**CONSERVATION  
LEGACY**



**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. Application form requires a resume, cover letter, professional references.

## **Community Volunteer Ambassador – Joshua Tree National Park**

**Location: Twentynine Palms, CA**

### **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 Joshua Tree National Park will support parkwide volunteer program management, volunteer engagement, community outreach, and volunteer group service projects. They will be involved in all volunteer opportunities offered by the park including projects and positions in natural resources, cultural resources, protection, fees, interpretation, trails, roads, and campgrounds.

The CVA will work at the office with their supervisor and project managers, in the field with volunteers, and in the community. The CVA will work closely with programs including invasive plant patrol, trail maintenance, fee operations, and interpretive operations. They will have cross-training opportunities with other NPS sites and other park roles in the summer. This position is highly collaborative and diverse!

### **Site Description**

Joshua Tree National Park was established to protect its diversity of plants and animals, as a National Monument in 1936 and then as a National Park in 1994. The park's 800,000+ acres protect natural resources brought together by the junction of three environments: the Colorado Desert, Mojave Desert, and Little San Bernardino Mountains. The Colorado Desert is characterized by stands of spike-like ocotillo plants, cholla cactus, expansive sandy washes, and diverse bird species. The southern boundary of the Mojave Desert, reaching across the northern part of the park, is the habitat of the park's namesake Joshua tree and features striking monzogranite rock formations, rugged canyons, and prime desert tortoise habitat. The Little San Bernardino Mountains are in the westernmost part of the park, above 4,000 feet elevation, and provide habitat for a community of California juniper, pinyon pine, and desert tortoise. Humans have occupied this area for at least 5,000 years. The area's traditionally associated communities include the Cahuilla, the Chemehuevi, the Mojave, and the Serrano.

The park's volunteers help protect these resources and support our visitors. Our program includes volunteers who support operations in the interpretation, maintenance, resources, and protection divisions. The program reports about 27,000 hours annually. We have approximately 100 position-based volunteers, 18 recurring volunteer positions, and about 150 event volunteers. Most of the park's volunteerism is position-based, with volunteers serving in roles like preventative search and rescue, vegetation monitoring, trail brushing, and visitor services.

### **Position Responsibilities:**

- Develop and lead volunteer service projects including invasive plant treatment, basic trail maintenance, litter removal, and roadside brushing
- Plan and lead programs to support outreach and volunteer service during special events, including National Volunteer Week, National Trails Day, Martin Luther King Jr. National Day of Service, and National Public

Updated 10/2/2023



## CONSERVATION LEGACY



### Lands Day

- Provide administrative support to the volunteer program, including tracking and filing paperwork, developing the monthly volunteer newsletter, and managing the volunteer program email inbox
- Work with supervisor to ensure programs are culturally relevant, developmentally appropriate, grounded in equity and empathy, and consistent with National Park Service values
- Work with project leads to identify park needs that can be met by volunteers and help develop those programs
- Lead volunteer policy orientations for volunteers and park staff
- Manage the volunteer uniform cache
- Create new and bolster existing community partnerships through community outreach including at local events and local institutions
- Facilitate volunteer recognition and engagement, including annual volunteer appreciation picnic in February, National Volunteer Week activities in April, and hours-based recognition program throughout the year
- Respond to inquiries from the public, requests from current volunteers, and volunteer supervisor needs
- Collect and enter volunteer data including service agreements, timesheets, and inquiries
- Orient and onboard new volunteers
- Create written resources for volunteers and volunteer supervisors
- Support overall volunteer program operations

### **CVA Minimum Requirements:**

- Availability to work Fridays, Saturdays, and Sundays throughout the internship
- Current driver's license, safe driving record, and reliable personal vehicle
- Some college, but no degree required
- Professional writing and communication skills including writing emails and sharing technical information with new audiences
- Ability to plan, lead, and participate in service activities indoors and outdoors
- Comfortable with public speaking and presenting to small groups
- Confident in asking clarifying questions, rather than guessing
- Value diversity, equity, and inclusion
- Organized and detail-oriented
- Excellent communicator
- Honest and dependable
- Enjoy teamwork and collaboration
- Participate in the CVA National Early Service Training in late November 2024 (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 from the Morongo Basin or Coachella Valley
- Experience in community outreach, customer service, environmental education, and/or outdoor recreation
- Experience with Teams, Outlook, SharePoint, and other collaborative Microsoft programs
- Creative thinker



**CONSERVATION  
LEGACY**



### **Additional Information:**

- Position requires a current driver's license, safe driving record, and reliable personal vehicle
- Weekend work is required – Friday, Saturday, and Sunday
- Park housing is 60 minutes from main duty station, so local applicants are preferred
- Cross-training opportunities with other NPS sites in the summer
- Occasional opportunities to telework
- Gain diverse experience with all aspects of NPS operations due to the diversity of our 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 \$6,895.00 (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 \(cvainternships.org\)](https://cvainternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, September 9, 2024**, and run for 48 weeks until Friday, August 8, 2025.

**PLEASE NOTE:** Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-application-fall-2024>. 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 June. Final deadline is **Sunday, July 7, 2024**.

### **For Application Questions:**

Please contact James Gasaway, Program Director at [jgasaway@conservationlegacy.org](mailto: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.*