



**CONSERVATION  
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**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 – Ste. Genevieve National Historical Park**

**Location: Ste. Genevieve, MO**

### **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.

A CVA at Ste. Genevieve National Historical Park will assist the Volunteer Coordinator with building the foundations of the volunteer program. With a focus on building a sustainable program, the CVA will help create initial templates, service descriptions, volunteer training resources, and other materials. The CVA will have a chance to work alongside park staff from all divisions, learn about careers in the federal government and non-profits, and be a part of the early stages of a park unit's development.

### **Site Description**

Ste. Genevieve National Historical Park (Ste. Genevieve NHP) is one of the newest National Park Service sites in the country. Established in October of 2020, it is located in Ste. Genevieve, MO, about an hour south of St. Louis. The park shares the history of French colonialism in the Middle Mississippi River Valley through three historic homes dating to the 1790s. The history of Ste. Genevieve over the last 200+ years is as diverse and complex as its residents. Today, many members of the local community still have longstanding family ties to the historic homes and are personally interested in the park's development. As a new park, Ste. Genevieve NHP is in the early stages of developing a volunteer program. The volunteer program strives to provide another way for the residents of Ste. Genevieve to continue to engage with their community's history as well as avenues for individuals in the surrounding area to find their own connections to the past, become stewards, and explore NPS careers.

### **Position Responsibilities:**

- Assist the Volunteer Coordinator and Interpretive Program Manager with developing documents that communicate local park policy such as a volunteer handbook and volunteer service descriptions.
- Communicate across divisions to help the volunteer program holistically support the needs of the park.
- Represent Ste. Genevieve NHP while interacting with the public and during special events.
- Communicate with the public about volunteer opportunities at Ste. Genevieve NHP through written and oral communication including in person, through social media, email, and over the phone.
- Assist the Volunteer Coordinator with recruiting volunteers and reviewing volunteer applications using volunteer.gov.
- Assist the Volunteer Coordinator with administrative tasks related to the volunteer program such as recording volunteer statistics.
- Provide feedback on development of volunteer program opportunities and processes.
- Help maintain a safe and healthy environment by following established safety protocol and communicating concerns in a timely manner.
- Serve as the lead for a single-day service event with the support of the Interpretive Program Manager and Volunteer Coordinator.



### **CVA Minimum Requirements:**

- Written and oral communication skills
- Ability to maintain a friendly, professional demeanor when working with both the public and staff
- Familiarity with Instagram and Facebook
- Willingness to learn history related to the park site
- Willingness to participate in an environment of positive feedback, especially while testing new ideas and approaches
- 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 to the Ste. Genevieve area or surrounding communities
- Interest in a career in public lands agencies or historic organizations

### **Additional Information:**

The CVA at Ste. Genevieve NHP will have the opportunity to explore different career paths including federal service, non-profit organizations, and state government careers through Ste. Genevieve NHP's partner sites. There are also opportunities to compare different NPS site operations through collaborations with nearby sites including Ulysses S. Grant National Historic Site, Gateway Arch National Park, Ozark National Scenic Riverways, and Lincoln Home National Historic Site.

Ste. Genevieve is a town of roughly 4,500 people. There is limited public transportation within Ste. Genevieve, so personal transportation is recommended.

The weekly schedule is flexible, but will include some weekends.

Park housing is not available, and Ste. Genevieve has relatively few options for temporary housing. However, housing is available in surrounding towns and cities including Perryville (22 miles from the park), Festus (28 miles), Farmington (28 miles), St. Louis (45 miles), and others. The cost of living in Ste. Genevieve is lower than the national average making housing in the area relatively affordable. The park staff is willing to help the CVA find available and affordable housing options, and carpooling may be available.

### **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.



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## 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 **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.*