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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 – Chesapeake & Ohio Canal National Historical Park**

**Location:** Potomac, MD

### **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.

Great Falls has a unique historical program with the addition of four female mules that we use during the summer. The mules are brought down one / two times a week to meet the public or to use in our boat program. This position will work extensively with our mules, helping to feed in the morning and afternoon as well as eventually work with them during our formal boat programs. We do not require that you are able to swim as we do not enter the water, but the boat does float in water so a familiarity with water or working around water is ideal. We have a small staff of two permanent rangers, one supervisor, and a yearlong intern that works exclusively with our volunteers. We have a robust volunteer program that includes over 100 active volunteers. The volunteers range from hiking the BGT-A trail to helping us with mule care and mule program. Besides these programs, we also have a Visitor Center that we interchange names as the Tavern. This historic building has two small rooms in addition to the main visitor center that houses our classroom activities and rotating exhibits. It will be the expectation of this position to work with our rangers on the classroom activities. These change monthly. The volunteers routinely sit at our front desk, but when we need coverage this position is expected to help cover the front desk.

### **Site Description**

The park is committed to having a welcoming and inclusive workplace and has a Diversity, Equity, and Inclusion Work Group that continually strives to improve and maintain a welcoming work environment at the park. The group offers bi-monthly virtual Lunch & Learn presentations about various DEI topics. The group is also interviewing staff on what diversity means to them and sharing that with park staff throughout the year. There is a monthly employee newsletter that is sent to all staff and one of the features is a DEI topic spotlight.

The staff at the Great Falls site, where the CVA will be duty-stationed, is a close-knit group. They enjoy lunches together, with the occasional potluck lunch. They share daily responsibilities with mule care, which fosters a sense of teamwork.

The district where the CVA will be working shares daily safety messages with staff. There are also regular safety walk-arounds by staff on-site. The park Safety Officer holds a quarterly safety meeting on-site to discuss safety concerns and mitigations and offers Operational Leadership which the CVA will be required to attend. There is an established safety committee for the district volunteer programs, and the CVA will play an active role in that committee. The Volunteer Program Manager has an "open door policy" to discuss any concerns the CVA may have about inclusion, safety, productivity, etc.



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### Position Responsibilities:

- Recruit a new cohort of mule care volunteers for the 2025 spring/summer/fall season!
- Assist the Mule Care Ranger with training and assigning VIP roles and responsibilities.
- Assist with basic and (after training) advanced mule care including feeding, grooming, and maintaining stall cleanliness.
- Continue foundational work with Volunteer.gov.
- Create JHAs related to mule care volunteer work.
- Recruit new cohort of visitor service volunteers and train them on how to work the Eastern National register at the front desk.
- Assist with C&O Canal Trust (partner/friends) events and programming to foster partnerships with other volunteer groups.
- Assist with programming related to volunteers: Meet the Mules, pop-ups, and roving.

### CVA Minimum Requirements:

- Two + years customer service experience.
- Experience with digital media.
- Experience with basic computer software such as Adobe, Word, Excel, etc.
- 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:

- Experience/comfortability with large animal (or willingness to learn and work with them.)
- Local hire (within 30 mile radius).
- Experience working in a park setting.
- Willingness to work with large crowds.
- Able to drive a UTV or similar vehicle (training provided).

### Additional Information:

We have housing options - the Davis House is located on property only feet away from the Ranger Station and Visitor Center. It is a three bedroom / 1 bath shared living kitchen spaced house with a small yard. We also have four mules! The schedule is Wed - Sun, 8:00 a.m. - 4:30 p.m. We do multiple site visits each summer to collaborate with other sites in the area and love introducing our interns to new experiences.

### 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.



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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 **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.

**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.

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](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.*