



**CONSERVATION
LEGACY**



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 – Marsh-Billings-Rockefeller National Historical Park

Location: Woodstock, VT

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.

We are seeking a CVA with excellent communication skills, a service-oriented attitude, strong attention to detail, and a willingness to work in the field. During the park's open season from May through October, the CVA will work 5 days a week, including weekends, as both weekend days are required due to the busy season. In the winter and spring, the schedule will typically shift to Monday through Friday. During this period, the CVA will assist with volunteer and intern program planning, event organization, volunteer recruitment, and the development of community programs.

In 2025, the CVA will collaborate directly with NPS staff and local climate organizations dedicated to addressing the climate emergency.

Site Description

Marsh-Billings-Rockefeller National Historical Park interprets the evolution of conservation thinking and practice in America and beyond. Although the site is named after three influential families from the 19th and 20th centuries, the park's programming extends beyond traditional narratives to embrace intersectional stories relevant to all audiences.

As the only national park site with an active forestry program, the park manages its 550 acres with a focus on both historic landscape integrity and climate change adaptation. This approach creates opportunities for fruitful and nuanced discussions with visitors about 21st-century land management. Rangers strive to inspire a broader understanding of the environment and foster a commitment to stewardship in the face of global challenges.

Located in the charming town of Woodstock, Vermont, the park collaborates with local organizations, including Billings Farm & Museum, to offer a diverse array of public programs and events.

Marsh-Billings-Rockefeller National Historical Park hosts a dedicated group of diverse volunteers who enhance the visitor experience and embody the park's stewardship mission. Each year, 30-40 local volunteers contribute an average of 3-9 hours per week during the open season from May to October. Volunteer positions include Trail Rovers, Mansion Tour Assistants, Front Desk Volunteers, Accessibility Cart Drivers, Garden Volunteers, and Special Event Volunteers.

Position Responsibilities:

- Volunteer recruitment
- Host volunteer orientation and training
- Update and publish weekly volunteer newsletter and schedule

Updated 10/2/2023



CONSERVATION LEGACY



- Work with division leaders (natural resources, maintenance, curatorial, interpretation) to create and support volunteer positions
- Collect and organize volunteer data for national reporting
- Assist in the planning, promotion, coordination, and execution of community-focused park events
- Build connections with NPS staff and local climate organizations to enhance focus on a climate-friendly future.
- Support the development of a community science program in collaboration with the education program, natural resources program, and Northeast Temperate Network.
- Assist with the park's youth program and collaborate with summer youth corps and interns.
- Plan and lead special volunteer programs and events for Days of Service.

CVA Minimum Requirements:

- Willingness to learn new things
- Respect towards people of all ages and backgrounds
- Organized and self-directed
- Ability to work independently on tasks after being trained
- Interest in working with the public
- Willingness to occasionally work in the field with volunteer groups (ex. Event set up, trail work, 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:

- Customer service experience
- Public speaking and/or experience facilitating group trainings
- Experience working with senior/retirement community
- Interest in the field of visitor services and/or interpretation
- Interest in creating climate-friendly programming

Additional Information:

- Opportunity to participate in two-park intern cohort that meets weekly to discuss a variety of issues and undergo specialized professional development. Topics range from resume building to facilitated discussions on increasing diversity in the NPS.
- Opportunities to participate in a broad range of professional development opportunities in the fields of interpretation, visitor services, natural resources, maintenance, and curatorial, based on the participant's individual interest.
- Broad range of training opportunities depending on participant interest
- Opportunity to work closely with staff at Saint-Gaudens National Historical Park (home of sculptor Augustus Saint-Gaudens)
- Shared housing available at Saint-Gaudens National Historical Park



**CONSERVATION
LEGACY**



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.

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

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.