



**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 – Harriet Tubman National Historical Park**

**Location:** Auburn, NY

### **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.

As a new park, recently opened to the public, the chosen CVA will do an initial site assessment and community map. They will complete and update a list of local contacts, including potential partners previously unconnected to the park. Park staff will prioritize identifying partners with whom the site can combine volunteer recruitment efforts and increase visibility for all our organizations' needs. The CVA will assist in identifying the baseline of volunteer needs at the park and help locate or draft position descriptions--from general to highly-skilled—for park managers to review and customize. As the pilot VIP events programs are launched, the CVA will be able to share insights about future training needs in all areas of park operations including Interpretation, Maintenance, and Cultural Resources.

### **Site Description**

Harriet Tubman NHP is a small, new partnership park where the NPS facilities were just opened in June 2024. The small staff work together closely across divisions. Offices are located in the newly renovated Parsonage of the Thompson Memorial A.M.E. Zion Church. Harriet Tubman National Historical Park currently does not have an active volunteer program and the staff are seeking an interested applicant to be a part of history and help to create and cultivate the site's first volunteer in parks program.

### **Position Responsibilities:**

- A CVA will also help the park to expand opportunities for youth volunteers and help local youth to develop a life-long connection to the park and to the National Park Service.
- By working with the VIP community to customize existing Standard Operating Procedures the CVA will help ensure that we are efficient and compliant with all requirements from day one.

### **CVA Minimum Requirements:**

- Proactive and self-motivated
- Friendly and compassionate
- Positive attitude
- Creative
- Problem-solver
- 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:

- Local applicants strongly encouraged
- Experience engaging general public
- Effective communication skills
- Prior experience researching/implementing new practices
- Experience working with diverse populations from various economic backgrounds

#### Additional Information:

- Schedule will include some weekends (schedule will typically mirror the site supervisor's of either Monday-Friday or Tuesday-Saturday)
- Various opportunities to network and collaborate with additional cultural institutions

#### 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 \(cvainternships.org\)](https://cvainternships.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](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.*