



COLONIAL NATIONAL HISTORICAL PARK

YORKTOWN, VA

STEWARDS INDIVIDUAL PLACEMENTS

Stewards Individual Placements provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. Stewards, in partnership with the National Park Service, are seeking an intern to serve as Community Volunteer Ambassador.

POSITION DETAILS

- Length: position is 50 weeks, 40 hours/week
- Start Date: Monday, June 7th 2021
- Living Allowance: Baseline allowance of \$500/week*
- AmeriCorps Award: \$6,095 (pre-tax)
- Application Due Date: **May 14th, 2021**
- Members will receive Public Land Corps Hiring Authority upon completion

ABOUT THE SITE

Colonial National Historical Park protects important 17th and 18th century sites that tell the story of English colonization and the struggle for American independence. Jamestown's legacy includes representative government, but also slavery, a brutal institution that spread throughout the colonies. At Yorktown, Virginia colonists fought in the last major battle of the American Revolutionary War. The sites are connected by the scenic 23-mile Colonial Parkway.

POSITION SUMMARY

The CVAs will work with and assist the new Community Engagement & Volunteer coordinator in refreshing and modernizing Colonial National Historical Park's volunteer program. They will have an opportunity influence the direction of the program. The CVAs will also assist with community engagement programming and the development of web and social media content, sharing relevant and challenging stories with the public.

POSITION RESPONSIBILITIES

- Assess the parkwide volunteer program, provide input and influence a strategy to improve the program.
- Work with new Community Engagement & Volunteer Coordinator to develop a VIP recruitment and retention plan and establish VIP program SOPs.
- Lead and/or assist park divisions with volunteer projects in the park for National Public Lands Day, MLK Day of Service and other events with scout groups, military groups and other community members.
- Work with Community Engagement & VIP Coordinator and Visitor Experience & Community Engagement division supervisors to develop a training program for division volunteers.

MINIMUM QUALIFICATIONS

- Minimum 2-year degree
- Experience working with youth, customer/visitor service experience
- Ability to work independently and with a small work group
- Public speaking experience
- Comfort working with a variety of software
- Ability to work with many different types of people and personalities as well as differently abled populations
- High School diploma or GED required
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old (35 years old if you are a veteran)
- Be willing and able to commit to a year of full-time work
- Be willing to occasionally work weekends and odd hours
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection

PREFERRED QUALIFICATIONS

- Pursuing a bachelor's degree or already a graduate
- Strong customer/visitor service experience and skills
- Strong verbal and written communication skills / experience with public speaking
- Experience with Adobe products and managing social media
- Strong public speaking skills and effective communication skills
- Experience working with large groups and leading projects

HOUSING

The CVA will be responsible for providing their own housing; however the park will provide advice and guidance if the CVA is not a local candidate. **No public transit available - car dependent location.** If site is unable to provide housing at no cost, up to \$80/week may be allocated to support rent.

HOW TO APPLY

Apply online [HERE](#). In addition to your resume, please submit a one page cover letter highlighting why you are interested in this position and how your background and experience will help you succeed in this position.

Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.

