



GEORGE WASHINGTON MEMORIAL PARKWAY

ARLINGTON, 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, February 8th 2021
- Living Allowance: Baseline allowance of \$440/week*
- AmeriCorps Award: \$6,095 (pre-tax)
- Application Due Date: **12/04/2020, or Until Filled**
- Members will attend a week-long, nationwide, virtual training-National Early Service Training

ABOUT THE SITE

The George Washington Memorial Parkway was designed for recreational driving. It links sites that commemorate important episodes in American history and preserve habitat for local wildlife. The Parkway, which consists of roughly 25 individual sites, is one of the most highly visited and biologically diverse areas in the NPS.

POSITION SUMMARY

This is a collaborative and dynamic volunteer management position which will support the work of roughly 3,000 volunteers in maintenance, resource management, and interpretive service positions. The CVA will lead on-site volunteer group projects, as well as play a vital role in program planning and administrative support. Acting as a liaison between long serving volunteers, park staff, and partner organizations, the CVA will build community around shared advocacy of natural and cultural resources.

POSITION RESPONSIBILITIES

- Maintain and improve long-standing volunteer programs as well as develop new programs through volunteer recruitment, training, scheduling, recognition, and records management
- Act as a primary point of contact and lead during a variety of service events including but not limited to trash cleanups, trail repairs, invasive species removal, and youth service projects
- Research national, regional, and park management tools to recommend program improvements
- Plan service events by identifying possible projects, collaborating with appropriate park staff, coordinating supplies and materials, and staying up to date on national initiatives and requirements
- Promote the volunteer program by creating content for the internal newsletter, park social media, and park web page
- Regularly meet with volunteers and park staff to maintain awareness of changing program needs
- Develop strategies to improve volunteer engagement and management resources

MINIMUM QUALIFICATIONS

- Ability to work independently, self-motivated, friendly and outgoing
- Public service oriented
- Possess project management and time management skills
- Proficient in Microsoft Office and Outlook Suite
- Ability to work well with a diverse group of staff and volunteers
- Ability to effectively manage a wide array of tasks and responsibilities
- Effective communication skills.
- 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
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- Flexible work schedule as weekend and evening shifts are sometimes required

PREFERRED QUALIFICATIONS

- Local applicants preferred

HOUSING

George Washington Memorial Parkway does not provide housing. The site will assist the intern in finding housing by connecting them with park staff and previous interns for advice and recommendations. We also allow time during the first few weeks of the internship to continue their apartment hunting. Interns are told about the difficulty of finding housing in the D.C. area, and we encourage applicants to research the housing options before accepting the position.

*If site is unable to provide housing at no cost, up to \$80/week may be allocated to support rent.

HOW TO APPLY

Apply on-line [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.

