



PETERSBURG NATIONAL BATTLEFIELD

PETERSBURG, 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 Siege of Petersburg: the longest military event of the Civil War. Nine and a half months, 70,000 casualties, the suffering of civilians, thousands of U. S. Colored Troops fighting for the freedom of their race, and the decline of Gen. Robert E. Lee's Army of No. Virginia all describe the Siege of Petersburg. It was here Gen. Ulysses S. Grant cut off all of Petersburg's supply lines ensuring the fall of Richmond on April 3, 1865. Six days later, Lee surrendered.

POSITION SUMMARY

It was here, at Petersburg National Battlefield, that Gen. Ulysses S. Grant cut off all of Petersburg's supply lines ensuring the fall of Richmond on April 3, 1865. Six days later, Lee surrendered which led to the end of the Civil War. This position will help tell this story and preserve the natural and cultural resources of this 2,900-acre battlefield by not only working with volunteers on a wide range of projects but also help improve and expand a comprehensive multi-divisional volunteer program.

POSITION RESPONSIBILITIES

- Develop, organize and maintain a parkwide volunteer database
- Create parkwide position descriptions for volunteers and promote on volunteer.gov
- Develop and maintain a more standardized volunteer recognition program
- Develop, coordinate and promote activities during special events (Park Day, Earth Day, City Nature Challenge, etc.)
- Assist with recruitment of local youth for summer youth archaeology program
- Coordinate and provide oversight on volunteer work projects (military groups, scout groups, etc.)
- Develop relationship with local universities and colleges to recruit prospective volunteers and interns
- Foster relationship with Ft. Lee to recruit prospective volunteers
- Work with park staff in expanding volunteer opportunities parkwide, especially virtual opportunities

MINIMUM QUALIFICATIONS

- 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
- Willingness to work independently and have a strong work ethic while having a passion about volunteer work.
- Willingness to work outdoors in various weather conditions.
- Must be able to work some evenings and weekends.
- Willingness to work with diverse populations, age groups and skill levels.
- Must be able to develop strong organizational skills and possess an ability to maintain up-to-date databases.
- Ability to communicate orally and in writing by communicating with prospective volunteers (individuals or groups) and by working closely with park staff.
- Desire to develop strong leadership skills to organize and provide oversight for work projects.

PREFERRED QUALIFICATIONS

- Working knowledge of various social media and collaboration tools and platforms.
- Interest in pursuing a career in park management, environmental science, interpretation, education, cultural resources or resource related fields.
- Ability to develop new and rewarding ways to recruit volunteers for an array of programs.
- Previous volunteer experience and experience engaging the public including working with diverse populations and age groups.
- Working knowledge of Microsoft Office.
- Local candidates are encouraged to apply

HOUSING

Petersburg National Battlefield Park has available housing along with a wide range of private housing options in the city. Petersburg National Battlefield is located in an urban area with wide range of recreational and shopping options.

*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.

