



Lincoln Home National Historic Site

Site Supervisor

Vanessa Torres

Title of Supervisor

Deputy Chief of Interpretation

About the Park Site

Lincoln Home NHS encompasses a 4 block radius in downtown Springfield, IL. Abraham Lincoln believed in the ideal that everyone in America should have the opportunity to improve his/her economic and social condition. Lincoln's life was the embodiment of that idea. We know him as the sixteenth president but he was also a spouse, parent, and neighbor who experienced the same hopes, dreams, and challenges of life that are still experienced by many people.

About the Position

The Community Volunteer Ambassador (CVA) intern will be responsible for working and assisting in leading our community engagement and volunteer programs.

Responsibilities will include:

- Assisting with building a strong volunteer program by supporting the Volunteer Manager
- Assisting in execution of education and community engagement programs
- Providing Interpretive experiences to visiting public through tours of the Lincoln Home, as needed.

Driving Requirements

The CVA should possess a driver's license with a clean driving record. The CVA will need to be able to drive a government vehicle to outreach events, volunteer events and other functions.

Typical Schedule

Tuesday-Saturday, 8:30-5:00, flexible schedule, some weekends and nights.

Ideal Ambassador

Work Ethic and Attitude

We are looking for an enthusiastic and responsible person with great time management and public speaking skills.

Basic Skills

Basic Skills required:

- Able to articulately inform, instruct, and direct volunteers through written and verbal communication
- Able to maintain organized volunteer records, administrative paperwork, calendars, and volunteer schedules; able to multi-task with minimal supervision
- Comfortable with public speaking, able to coordinate groups of people and present about the park to the public/or organizations
- Creative, Strategic, and Resourceful in meeting needs
- Proficient in Microsoft Office and related computer skills (word processing, data entry, searching databases, email, social media, and basic graphic design)

Nearby Attractions and Amenities

Springfield, IL is the state capital, encompassing a population of 117,000. With multiple universities nearby, there are plenty of dining, sports, and entertainment options.

Housing

The CVA will be responsible for providing their own housing. Local applicants (within a 50 mile radius) are highly preferred.

Relevant Experience

- 1+ years in Customer Service in retail, hospitality (i.e. restaurant, hotel), or tourist attraction setting.
- 1+ years in a leadership or instructional role (formal or informal). I.e. camp counselor, tutor, recreational guide, team captain, etc.)

Preferred Majors

Museum Studies, Historic Preservation, History Education, Political Science