



Valley Forge National Historical Park

Site Supervisor

Amy Ruhe

Title of Supervisor Natural

Resource Manager

About the Park Site

Valley Forge National Historical Park is the site of a Revolutionary War encampment, northwest of Philadelphia, in Pennsylvania. Washington's Headquarters, a stone house on the Schuylkill River, was occupied by George Washington from 1777 to 1778. Trails connect the key monuments and historic structures, including the early-20th-century National Memorial Arch and the Muhlenberg Brigade's recreated log-cabin barracks.

About the Position

The CVA will gain professional experience in both field and administrative setting through, developing, promoting, and leading service projects or educational events in the park. Responsibilities will include:

- Assisting with volunteer recruitment and coordination for projects.
- Developing outreach campaigns for Parks After Dark education series in collaboration with existing partners and park managers.
- Leading volunteer projects and park events (requires planning activities and logistics, scheduling volunteers, leading events).
- Work independently and with volunteers and staff to collect data on natural resources and conduct resource management projects (fencing installation, invasive suppression, seeding and planting, etc); and
- Managing social media and web content

Driving Requirements

A driver's license is required

Typical Schedule

The CVA will work M-F 8:45 am-5:00 pm

Housing

Housing is provided in a shared unit with common communal areas. The housing is furnished with appliances , but linens are not provided.

Ideal Ambassador

Work Ethic and Attitude

Professional, outgoing, flexible, eager to learn through collaboration, and committed to creating inclusive and meaningful experiences for volunteers and visitors.

Nearby Attractions and Amenities

The housing unit is a short walk from a bus stop. It is located in King of Prussia, PA, a suburb of Philadelphia that has numerous shopping centers, restaurants, theaters, and other recreational activities are a short distance away. Philadelphia is only 18 miles away, with museums, cultural centers, theaters, and a vibrant arts community.

Basic Skills

- Effectively communicate orally with large groups of diverse people in a public setting.
- Correctly and confidentially maintain complete and accurate administrative records for the park's Volunteer Program.
- ability to walk over uneven terrain; ability to bend/lift/squat and to carry up to 50lbs short distances;
- Ability to identify and communicate needs in a timely way when facing challenges.

Relevant Experience

- Outreach/Recruitment: Identifying and securing strategic opportunities to speak with audiences.
- Educating/Training: Providing formal or informal instruction to others.
- Communications: Writing and editing content for print and online media.
- Supervision: Overseeing others' work products, providing feedback that improves performance or conduct.
- Program Coordination: Planning and facilitating meetings, setting objectives, evaluating progress, etc.

Preferred Majors

History, Education, or other relevant disciplines