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DESCRIPTIONS GUIDE***

Seasonal Jobs Potentially Available With the National Park Service- Positions and Descriptions

VISITOR USE ASSISTANT

As a uniformed employee of the National Park Service (NPS), you serve as a front-line representative of the agency and frequently you are the first and only NPS employee the visiting public has contact with. You work at an entrance station, visitor center, campground or other visitor contact station, collecting fees and providing answers to visitor questions about recreational opportunities, interpretive services, and concession facilities and services. You distribute maps and brochures, provide directions through the park and inform visitors of potential safety hazards.



If you're responsible for collecting fees and handling government funds, you must pass a background investigation and follow accountability guidelines. You likely operate an electronic cash register, perform opening and closing shift functions, and verify money collected with stock sold.

BIOLOGICAL SCIENCE TECHNICIAN

Technicians have a direct impact on the management of the resources of our National Parks by collecting essential field data in efforts to track, conserve, and preserve endangered and threatened animal and plant species located within the park's boundaries. You collect samples and record all data collected. You primarily work in the field, with periodic office work. You install, operate and maintain tools, traps, sampling, monitoring, photographic, and laboratory equipment. You post signs and maintain natural resource closures to protect sensitive species.



You use a variety of computer programs to compile, store, and report data and resource management information, including natural science research and long-term monitoring projects. You also maintain and organize computer databases and prepare correspondence, reports and other documents.

PARK RANGER (INTERPRETATION) or PARK GUIDE

Do you like working directly with the public? As an interpretive park ranger or park guide for the National Park Service, you (1) interpret and explain park resources to visitors; (2) facilitate visitor enjoyment of the park and its resources; (3) encourage visitors to develop a sense of stewardship of park resources. You research and present interpretive programs, and present a variety of formal and informal programs including orientation talks, environmental education programs, conducted walks, demonstrations and campfire programs.



You tell visitors about park facilities and resources such as visitor centers, campgrounds and historical sites. Other duties may include gathering information for reports, compiling statistical data, collecting fees, directing traffic, patrolling the back-country, assisting with search and rescue efforts or helping to combat wild-land and structural fires.

PARK RANGER (LAW ENFORCEMENT)

Seasonal Law Enforcement Park Rangers help ensure visitor behavior that protects both the park's resources and the visitors. Your job will be to foster friendly compliance with the laws and rules for safe use of the park. In order to qualify for these positions, you need to attend a specialized National Park Seasonal Law Enforcement Training Program (SLETP). Basic police training and experience is not sufficient to satisfy National Park Service job requirements.

There are a number of SLETPs available across the country with varying start dates, schedules and lengths. For more information on the training and on approved academies contact www.anpr.prg/academies.htm.



MAINTENANCE

Maintenance work is vital to the safe operation of our parks. There are numerous titles of maintenance workers including Laborer, Mechanic, Small Craft Operator and Maintenance Worker. Throughout the country, park units call on trades and crafts personnel to maintain and preserve historic architecture, perform routine recurring maintenance of grounds and facilities, and construct trails, roads, housing, visitor facilities, utility systems, signs, and even furniture.

As a maintenance worker, you perform skilled and semi-skilled work in a variety of trades. Maintenance work is frequently conducted out-of-doors and normally requires the ability to lift heavy objects while working in a variety of terrains, settings, and conditions.



ADMINISTRATION

Administration staff works mostly behind the scenes, providing support for other divisions and helping the park function as a unit. As an incoming staff member, you might handle mail and shipping, plus filing documents. You might handle correspondence between parks and to the public (for example, press releases). Administration staff handles personnel tasks including payroll, workers' compensation, travel documents, and housing. They are responsible for purchasing and equipment inventory. You might learn the system of fee collection, be involved in planning, or work with the budget.



You would become competent in the government software required to carry out these duties. Administrative staff assists the Superintendent, including answering the phone and taking meeting minutes. Public duties might include issuing parking, duck blind and special use permits (for example, wedding).

Student Pathways Program

If you are a student, you may qualify to work for the NPS while you study. Information will be available on this new program at <http://www.nps.gov/aboutus/jobsforstudents.htm>

For additional information on job and internship opportunities with the National Park Service or other Federal agencies please refer to <http://www.nps.gov/caloparkmgmt/jobs.htm> and <http://www.nps.gov/aboutus/workwithus.htm>.

***All National Park Service jobs are announced on the USAJobs website (www.USAJobs.gov). Here you will find available jobs, position descriptions, and key requirements.**

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