



United States Department of the Interior

NATIONAL PARK SERVICE

Denali National Park & Preserve
Mile 237 Parks Highway
P.O. Box 126
Denali National Park, AK 99755



RECRUITMENT BULLETIN: **DENA-24-024**

ISSUE DATE: November 15, 2023

CLOSING DATE: Eligible applications will be forward to the hiring official beginning December 6, 2023, and every three weeks until after the closing date of March 15, 2024 or until the positions are filled.

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--PUBLIC LAW 96-487

Denali National Park and Preserve is accepting applications for as many as four part-time, temporary, not-to-exceed 1,039 hours **Park Guide, GS-0090-04** positions. This announcement is also online at www.nps.gov/dena/parkmgmt/jobs-local-hire.htm. More than one position may be filled via this bulletin.

POSITION

Park Guide, GS-0090-04

\$18.20- \$23.66 per hour, plus a 3.53% Cost of Living Allowance (COLA)

DUTY LOCATION

Denali Park, AK

APPOINTMENT INFORMATION: Temporary, part-time, approximately mid-April through late September. The appointments may be extended for an additional period (not to exceed 1,039 hours total employment). Persons selected may be eligible for rehire in future years. Schedule may involve weekend work or performance of duties before or after "normal" working hours. Government housing is not available. More than one position may be filled from this posting.

BENEFITS: Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency roles, which will be deducted from bi-weekly earnings.

DUTIES: You will work as a GS-04 Park Guide in the Denali Park Headquarters area. The duties for this position include visitor services, resource protection, and interpretation. Specific duties include:

- Performing visitor center front desk support by responding to visitor inquiries, making sales, and collecting fees.
- Completing a variety of supportive functions such as stocking maps and brochures, recording statistics, and maintaining Junior Ranger program supplies.
- When needed, providing first aid to visitors, employees, and others.
- Conducting on-foot roving patrols of the park to provide informal interpretation and to protect natural and cultural resources.
- Advising visitors of park regulations and explaining the importance of these to encourage visitor support for protection of the resources and/or safety of visitors.
- Effectively managing human-wildlife interactions and providing safety and education to visitors.

- Employing effective verbal and written communication skills to present one or two formal and informal thematic interpretive programs based on established template program outlines. Formal or informal programs may include guided walks, ranger talks, and bus welcome messages.
- Boarding buses to provide short visitor welcome messages, recording road use data, and providing visitor orientation at the Savage River Check Station.

For more information about the duties of this position, please contact Elizabeth Beavers, Deputy Director of Interpretation and Education, at 907-683-6224 or Elizabeth_Beavers@nps.gov.

WORK CONDITIONS:

Work is performed both indoors and outdoors resulting in exposure to a variety of weather conditions.

PHYSICAL DEMANDS: The work requires standing for long periods of time, walking for long distances, climbing and descending steep inclines, bending, and lifting moderately heavy items. Mental stress and physical fatigue occur due to the significant number of personal contacts, occasional emergency responses, and repetitive nature of interpretive programs.

WHO MAY APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Denali National Park and Preserve, by reason of having either lived or worked in or near the park. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicants' resumes should reflect periods of time having lived or worked in or near the area of consideration.

Areas considered "near" Denali National Park and Preserve duty station include only: Anderson, Cantwell, Chulitna, Clear, Curry, Denali Park, Ferry, Healy, Kantishna, Lake Minchumina, McKinley Village, Nenana, Nikolai, Petersville, Talkeetna, Tanana, Telida, and Trapper Creek.

POSITION REQUIREMENTS: Requirements will be determined by evaluating experience in your resume and/or in the interview and selection process. All position requirements must be met by the closing date of this job posting. Knowledge or expertise concerning the park's or preserve's natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in performance of the duties. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Following are four competencies identified for this position. Applicants are not required to address these competencies in a separate document, but are encouraged to include in their resumes information related to these competencies.

- 1) Ability to communicate verbally to diverse groups and in a variety of settings.
- 2) Ability to provide professional customer service.
- 3) Skill in the daily operation of a busy visitor center/information desk, sales outlet, bookstore, or similar facility to include providing frontline information and support services.
- 4) Ability to deliver natural and/or historical information through prescribed talks/demonstrations and provide guide services to parties of small size (as many as 20 people).

CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship required.
- Appointment subject to background investigation with credit check and favorable adjudication before starting work.
- Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- Must be 18 years of age or older.
- Males must meet Selective Service Registration Act requirement. Verify registration at sss.gov.

- No government housing is available for this position.
- May be required to travel up to three nights per month. You must obtain a government charge card for travel purposes.
- Fee collection is required.
- You may be required to work on-call, evenings, weekends, holidays, overtime and shift work.
- The National Park Service has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.
- You will be required to operate a government motor vehicle as part of your official duties; a valid driver's license is required.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete submissions may result in non-referral of your application. ***Please note:*** An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

Assistance may be obtained by e-mailing DENA_HR_Requests@nps.gov.

All applications must be postmarked or received via email by the closing date of the announcement.

If mailed via USPS, your application must be addressed to: Park Headquarters, ATTN: HR, Denali National Park and Preserve, P. O. Box 126, Denali Park, AK 99755.

If your application is postmarked on the closing date, it must be received in a sealed envelope at Denali National Park and Preserve no later than seven calendar days after the closing date. Emailed applications must be received by 11:59 AKT on the closing date of the job posting.

It is the applicant's responsibility to verify their application has been received via email by the deadline specified above.

You may email your application to: Denali_Applications@nps.gov. Email all applications only to the designated email address provided. Do not include (CC) any staff members in emailed applications.

If you email your application, include the bulletin number in the subject line. If you apply for more than one position, send a separate email with application for each position.

Note: Information provided in the body of the email will not be considered part of your application. Include all information you want to share in your resume or include a cover letter.

Be sure to not include any photographs of yourself or any PII (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number.

Hand-delivered applications cannot be accepted. DO NOT SEND your application via UPS or FedEx. We do not accept faxed applications or applications mailed in postage-paid government envelopes or through an internal government mail system.

REQUIRED FORMS to send via USPS or email:

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment: the dates worked (for example, June 2009 through August 2010), the position title, employer's name, phone number and address.
 - Emailed resumes and cover letters need to be sent as **attachments**.
- **DD-214** if claiming points of Veterans' Preference; if claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

It is the applicant's responsibility to provide documentation/proof of claimed status for veterans' preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned; therefore, do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

If you make a false statement in any part of your application, you may not be hired or you may be fired after you begin work, or you may be subject to fines, imprisonment, or other disciplinary action.

This is an open continuous announcement. Initial application packages will be reviewed for eligibility beginning **December 6, 2023**, the initial cut-off date. Additional application packages will be reviewed and issued to management on an as needed basis. This announcement will remain open for up to **three months** or until the vacancy is filled, whichever comes first. Once selections are made, this announcement will be closed without notice. Applications received after the initial cut-off date of **December 6, 2023**, will be considered, if needed, by cut-off dates. Cut-off dates will occur as follows:

- December 6, 2023 (initial cut-off date);
- December 27, 2023
- January 17, 2024;
- February 7, 2024;
- February 28, 2024;
- March 15, 2024

Veterans' Preference (for qualifying veterans): To receive Veterans' Preference, your application package must include a legible copy of the DD-214, "Military Discharge," that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active Duty if separation was prior to July 1, 1979. If claiming 10-point Veterans' Preference, you also must provide a completed SF-15 (www.opm.gov/forms) and verification documents listed on the SF-15. If you are separated and as yet do not have a DD-214, you may use an official statement of service from your command indicating that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e. g. documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive Veterans' Preference if you do not provide this documentation.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.