



# United States Department of the Interior

## NATIONAL PARK SERVICE

Kenai Fjords National Park  
411 Washington Street  
P.O. Box 1727  
Seward, AK 99664



RECRUITMENT BULLETIN: **KEFJ-25-007**

ISSUE DATE: March 17, 2025

CLOSING DATE: Eligible applications will be forwarded to the hiring official beginning March 31, 2025, and every two weeks until after the closing date of April 21, 2025, or until the positions are filled.

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

**Kenai Fjords National Park** is accepting applications for three full-time, temporary (not-to-exceed 1,039 hours) Park Guide, GS-0090-03 positions. More than one position may be filled via this bulletin.

---

#### **POSITION**

##### **Park Guide, GS-0090-03**

\$17.40 - \$22.62 per hour, plus a 3% Cost of Living Allowance (COLA), which is subject to annual review and adjustment.

#### **DUTY LOCATION**

Seward, AK

**APPOINTMENT INFORMATION:** Temporary, full-time, approximately late May through August. The appointment may be extended for an additional period (not to exceed 1039 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 Park Guide, GS-0090-03 at Kenai Fjords National Park. Duties include but are not limited to the following:

- Serves as a Park Guide for Kenai Fjords National Park at the Visitor Center and the Exit Glacier Nature Center located in Seward, AK.
- Provides local residents and visitors with centralized information about Kenai Fjords National Park and other public lands, resources, and recreational opportunities on the Kenai Peninsula and throughout Alaska.
- Provides orientation, information and interpretation services to visitors and assist with cooperating association sales and services.
- Presents 20-minute talks using pre-established materials. This work involves giving talks, interpreting natural and historic features, answering questions, guiding tours, and providing miscellaneous services to visitors.
- Orients hikers to conditions and equipment needs, staff's information counter at the visitor center serving as initial contact for visitors, provide information on a variety of routine questions. Provides information on park related activities, services, and park themes.

**PHYSICAL DEMANDS:** The work ranges from moderately sedentary to moderately strenuous. Duties involve standing for prolonged periods, walking and occasional lifting of supplies.

**WORK CONDITIONS:** Work is performed indoors at the visitor center as well as in outdoor areas resulting in exposure to extreme temperatures, rain, snow, wind, and direct sunlight.

**WHO MAY APPLY:** Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Kenai Fjords National Park, 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" Kenai Fjords National Park are the communities of Seward and Moose Pass extending north the Milepost 45 of the Seward Highway, as well as to the tribal villages with documented ties. These tribal villages include the Native Village of Nanwalek and the Native Village of Port Graham on the southwestern tip of the Kenai Peninsula as well as Seldovia Village Tribe. Also included is the Community of Homer, extending north on the Sterling Highway to mile post 165 and East End Road's end.

**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 parks 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 the 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 resume's information related to these competencies.

1. Ability to communicate orally to diverse groups in a variety of settings.
2. Ability to communicate effectively and provide excellent customer service.
3. Skill in 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 cultural history interpretation through prescribed talks/demonstrations and provide guide services to various audiences.

**CONDITIONS OF EMPLOYMENT:**

- US Citizenship required.
- All Federal employees must obtain and maintain a favorable background investigation before starting work.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer Program.
- Must be 16 years of age or older.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- Males must meet the Selective Service Registration Act requirement. Verify registration at sss.gov.
- Government housing is not available.
- Overtime may be required.
- You may be required to work on-call, evenings, weekends, holidays, overtime, and shift work.

**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 calling (907) 422-0514 or e-mailing [KEFJ\\_Local\\_Hire\\_Announcements@nps.gov](mailto:KEFJ_Local_Hire_Announcements@nps.gov).**

All applications must be postmarked, hand delivered 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, Kenai Fjords National Park, P.O. 1727, Seward, AK 99664. If mailed via UPS or FedEx send to 411 Washington, Seward, AK 99664.**

**Hand delivered applications will be accepted during business hours at 411 Washington. The office is closed to the public, please ring the bell. If you have any issues at the door, call Travis at (907) 422-0514.**

If your application is postmarked on the closing date, it must be received in a sealed envelope at Kenai Fjords National Park and Preserve no later than seven calendar days after the closing date.  
***Emailed applications must be received by 11:59 AKST 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: [KEFJ\\_Local\\_Hire\\_Announcements@nps.gov](mailto:KEFJ_Local_Hire_Announcements@nps.gov). Emailed applications must not be sent (CC) to this position's supervisor or any other individual staff member.**

**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.

#### **REQUIRED FORMS:**

- **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](http://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.

We do not accept faxed resumes or applications, or applications mailed in postage-paid government envelopes.

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.

#### **RECRUITMENT BULLETIN DATES:**

**This is an open continuous recruitment bulletin.** Applications will be reviewed for eligibility beginning seven days after March 31, 2025, the initial cut-off date. Additional applications will be reviewed and issued to the selecting official on an as needed basis. This announcement will remain

open for up to 1 month (35 days) or until the position(s) 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 March 31, 2025 will be considered, if needed, by the cut-off dates below and the application waiting period:

- March 31, 2025
- April 14, 2025
- April 21, 2025

**Veterans' Preference (for qualifying veterans):** To receive Veterans' Preference, your application package must include a 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](http://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.