

2010 Mass Area Parks Student Career Intake Program Host Site Expectations

Host park sites are responsible for nominating students who have experience working or volunteering at the park site. High-school youth programs at Massachusetts parks will serve as feeder programs for recruitment into the intake program. The nominations target youth who represent diverse communities, are enrolled or about to enter college, and have stated an interest in exploring a career in the National Park Service. Program participation is open to all career fields in all Divisions. Once accepted into the Student Career Intake Program (SCIP) it is expected that the intake student will move through a four year cycle that prepares them for a career in the National Park Service.

The nominations and selections of candidates are based on criteria developed by an advisory group made up of the SCIP Program Manager, youth program coordinators from the participating parks, and park partner organizations. Park nominated individuals will undergo an interview process to ensure they are prepared to make a long-term commitment to the program.

Each participating individual will be employed by one of the intake host parks as a seasonal employee through the Student Temporary Employment Program (STEP). After exposure to a wide variety of NPS disciplines in the first year, intake students will focus on specific content areas to gain in-depth employment experiences and marketable skills in succeeding years.

Host Park Year One Responsibilities with assistance from SCIP Program Manager

Employ intake student as a STEP employee for 10 weeks mid June through August. Intake student will work three days with the SCIP-Wednesday through Friday and two days at the host site-TBD by host park. Salary and all associated travel costs provided through SCIP account.

Intake student will remain in Intermittent Status for the remainder of the year to allow for meetings and development opportunities throughout the year.

Designate a park supervisor and mentor to supervise and guide the intake student in cooperation with the SCIP program manager, attend cultural competency training and participate in formal program evaluations. The supervisor and mentor may be the same person or two people.

Complete and Submit Time and Attendance Reports.

Complete all necessary STEP hiring paperwork through host park Human Resources including SAC; SF85 NACI or SF85P ANACI; Notes ID Request; Network Employee Account Request; Personnel Actions.

Student Career Intake Program

Complete and Submit all GovTrip Travel Authorizations and Travel Vouchers.

Provide Lotus Notes and computer access at park site.

Develop and complete Employee Performance Appraisal Plan using DI-3100 with cooperation of SCIP program manager. Three elements will reflect SCIP duties and two elements will reflect host site duties.

SCIP Year One Responsibilities:

Program Manager shares supervisory duties, provides assistance for paper work completion and ongoing support throughout the program duration.

Program manager orders and purchases NPS uniform items for the intake student.

Provide funding for intake student salary. 10 weeks, 80 hours/pay period during the summer and part time employment at 16 hours/pay period during the winter.

Provide funding for all program related expenses including background checks, transportation and per diem costs.

Provides cultural competency training for host site supervisors and park staff.

Host Park Year Two Responsibilities with assistance from SCIP Program Manager

Employ intake student as a STEP employee for 10 weeks mid June through August. Intake student will work 80 hours per pay period primarily in one division (e.g. Facility Management, Interpretation, Resource Management, etc). The SCIP program manager and the host park supervisor will arrange shadowing opportunities in other disciplines in the host park. SCIP participation will require some travel by the intake student and mentor. Travel is funded by SCIP funding. Schedule TBD.

Designate a park supervisor who will supervise the intake student in cooperation with the SCIP program manager, attend cultural competency training and participate in formal program evaluations.

Complete all necessary STEP hiring paperwork through host park Human Resources including SAC; SF85 NACI or SF85P ANACI; Notes ID Request; Network Employee Account Request; Personnel Actions.

Student Career Intake Program

Complete and Submit Time and Attendance Reports.

Complete and Submit all GovTrip Travel Authorizations and Travel Vouchers.

Provide Lotus Notes and computer access at park site.

Develop and complete an Employee Performance Appraisal Plan using DI-3100 with cooperation of the SCIP program manager. A develop an Individual Performance Plan based on the participant's career interests and goals with cooperation of SCIP program manager.

SCIP Year Two Responsibilities:

Program Manager provides assistance for paper work completion and ongoing support throughout the program duration.

Program Manager orders and purchases NPS uniform items for the intake student.

Provide funding for intake student salary. 10 weeks, 80 hours/pay period during the summer and part time employment at 16 hours/pay period during the winter.

Provide funding for all program related expenses including background checks, transportation and per diem costs.

Provides cultural competency training for supervisors and park staff.

Years Three and Four:

In the third and fourth years the intake student will work seasonally in the summer in their desired field as SCEP candidates. By year three the host park should complete formal SCEP paperwork and work with SCIP program manager to identify permanent position opportunities upon completion of program and school. They will participate in the orientation and training of the new 1st year youth and have opportunities to network and gain additional professional development. The host park will continue to provide more in-depth training specific to their chosen career field. At the end of each summer all intake youth, years 1 through 4, will work on a group stewardship or signature project. This will be a critical time as the program manager works with parks to connect the youth to a permanent job opportunity. Funding for intern during years three and four is the responsibility of the host park. SCIP funding will cover program related travel costs.