

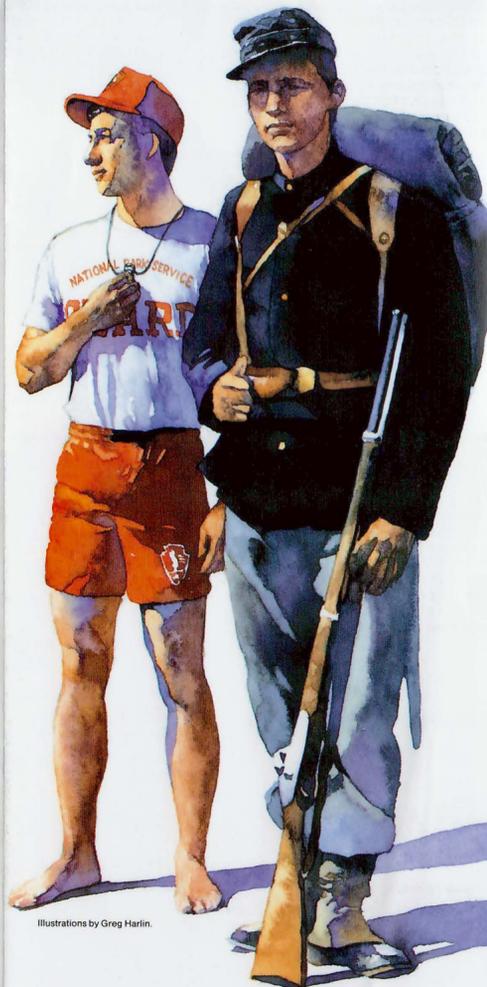
# SEASONAL EMPLOYMENT

## Working for the National Park Service

Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational areas. Today the National Park Service encompasses more than 350 sites across the United States and in Guam, Puerto Rico, and the Virgin Islands. There are parks of great natural beauty and grandeur, such as the Grand Canyon and Yellowstone; parks that preserve the Nation's cultural and historical treasures, such as Mesa Verde, the Statue of Liberty, and Gettysburg Battlefield; parks of significant recreational value along seashores, lakeshores, and riverways that provide opportunities for outdoor activities and relaxation, such as Assateague Island and Lake Mead. The National Park Service is a bureau of the U.S. Department of the Interior; it should not be confused with the Forest Service of the U.S. Department of Agriculture.

Each year millions of people from the United States and abroad visit these national park areas. To protect park resources and to serve the public, the National Park Service employs a permanent work force and an essential seasonal work force. Besides working in the parks, these employees may also work in the National Park Service headquarters in Washington, D.C., at any of 10 regional offices located around the country, or at two special planning and production centers—the Denver Service Center and Harpers Ferry Center. "Seasonals" are hired every year to help permanent staffs at most of these locations, especially during peak visitation seasons. The variety of positions available may surprise you. Campground rangers, fee collectors, tour guides, naturalists, landscape architects, firefighters, laborers, law enforcement rangers, lifeguards, clerk-typists, carpenters, historians—persons are hired for these seasonal jobs and many more. Whatever the job, seasonal employees have the opportunity to learn more about the National Park Service and its mission and opportunities for permanent employment.

Seasonal jobs are difficult to get. The number of applicants far outnumbers the positions available every year, particularly at larger well known parks. Some positions are filled by experienced seasonal employees who have worked previously for the National Park Service. And, Office of Personnel Management regulations require that veterans of the United States Armed Forces may be given preference among applicants. In the summer season, when most seasonal employees are hired, employment opportunities are extremely competitive. However, there are excellent opportunities for applicants who have qualifying law enforcement experience or training. Only those applicants who meet the qualification requirements and conditions of employment described in this folder will receive consideration for seasonal positions. Competition is usually less keen at smaller, lesser-known parks and for seasonal jobs in the winter season.



Illustrations by Greg Harlin.

## About Seasonal Jobs

Entry-level grades for National Park Service seasonal positions range from GS-2 to GS-4. GS levels indicate the rate of pay for most Federal Government positions. The higher the GS number, the higher the hourly wage. Check with any federal agency or with the Office of Personnel Management for current salary information for these grades. Prevailing local wages (WG) govern maintenance positions, such as seasonal laborer and skilled trades and crafts positions. WG levels indicate the rate of pay for such positions. The higher the WG number, the higher the hourly wage. GS levels and WG levels are not equivalent. WG wages are paid on an hourly basis according to prevailing wage rates. The standard work week is 40 hours. Overtime may be required; additional compensation is provided for extra hours worked. Most seasonal positions require irregular hours of work, including weekends, holidays, and evenings.

Most seasonal park rangers and maintenance personnel are required to wear the official Park Service uniform; specific requirements and ordering information are contained in the employment package forwarded to successful applicants. A uniform allowance authorization, which partially covers expenses, is issued before entry on duty.

No positions discussed in this folder require teams, such as husband and wife. However, a few team positions may be available. For further information, contact the park area in which you desire employment.

Address specific questions about housing, area living conditions, and similar matters to the park or office where you desire employment. Seasonal employee housing may or may not be available. Because many positions require strenuous activity, a medical examination may be required, at the applicant's expense, before appointment.

**Equal Employment Opportunity** You will be considered for employment with the National Park Service without regard to race, color, religion, age, sex, marital status, non-disqualifying handicap, political affiliation, or other non-merit factors. However, you must be a United States citizen.

## General Information on Applying

Additional information on seasonal employment is available at the Park Service's 10 regional offices. They are listed above the map with addresses and telephone numbers. The map shows the states over which they have jurisdiction. All applicants must complete required forms and file them at the appropriate office during the specified filing period. Forms will be sent to you when your letter or telephone inquiry is received. For detailed instructions on the correct filing procedures and forms, see Seasonal Positions.

While most seasonal positions are available in the summer season, a few are filled during the winter at some parks, including Everglades, Death Valley, Joshua Tree, and the Virgin Islands. For information on application and filing procedures for winter employment, contact the regional office in the geographic area in which you want to work. The filing period for winter employment is June 1 through (postmarked by) July 15. The Mid-Atlantic, Southeast, Midwest, Southwest, and Western regions include park areas with winter season job opportunities.

If your present address is not your permanent address, list both on your application and indicate when you will be at each. It is important that you show a telephone number where you can be reached. Also, it is essential that you indicate: 1) your earliest reporting date and your latest departure date; 2) the two types of positions for which you are applying; 3) two parks where you desire consideration; 4) lowest grade or salary you will accept; and 5) any particular specialization, such as law enforcement or interpretation. Each applicant may be considered for two separate park areas and for two types of jobs in each of the two parks, nationwide.

## Seasonal Positions

**Park Ranger**  
Grades: GS-2, GS-3, GS-4

**Duties**  
Duties vary greatly from position to position and may include: providing visitor services, such as interpreting a park's natural, historic, or archeological features through talks, guided walks, and demonstrations, or working at an information desk; planning and implementing resource management programs, including fire control; performing search-and-rescue activities; law enforcement and providing for the public's safety; fee collection; radio dispatching; firefighting; lifeguarding; and conservation and restoration activities. Most of these positions are filled in the summer season. In the National Capital Region (Washington, D.C., area), jobs involving visitor information services usually begin before June 1. Most history-related jobs are in the Mid-Atlantic, Southeast, and National Capital regions. Most archeology-related jobs are in the Western and Southwest regions.

**Qualifications**  
*For GS-2:* Six months of experience of a general nature in park operations or in related fields; or a high school diploma; or a high school equivalency certificate.  
*For GS-3:* One year of general experience in park operations and one season (at least 90 days) as a seasonal park ranger, GS-2, or at least 90 days of equivalent specialized experience gained in a similar work experience. Successful completion of one academic year of college study may be substituted for experience requirements if the course work included six semester hours of field-oriented natural science, social science, history, archeology, police science, park and recreation management, community outdoor recreation, dramatic arts, or other disciplines related to park management.  
*For GS-4:* 18 months of general experience in park operations or in related fields and one season (at least 90 days) as a seasonal park ranger, GS-3; or six months of equivalent specialized experience gained in a similar work experience. Successful completion of at least two academic years of college study may be substituted for experience requirements if the course work included 12 semester hours of field-oriented natural science, social science, history, archeology, police science, park and recreation management, community outdoor recreation, dramatic arts, or other disciplines related to park management.

**Additional Requirements for Seasonal Park Rangers:** Must be at least 18 years old by May 13 to receive consideration for a summer job. (Positions that involve law enforcement or public safety duties generally are restricted to persons at least 21 years old.)

Must be in excellent physical condition and may be required to have a valid driver's license. You should have vision correctable to 20/30 (Snellen) in each eye. However, if your vision is less than 20/30 in one eye, you can be considered if the other eye tests 20/20 with or without glasses. Some severe physical disabilities may disqualify an applicant if the condition would interfere with the performance of the job.

**How to Apply**  
Contact any National Park Service regional office for a seasonal job application—Form 10-139 (not Form SF-171). To apply for a summer seasonal position, submit a completed application between September 1 and (postmarked by) January 15 to: Seasonal Employment Unit, National Park Service, P.O. Box 37127, Room 2225, Washington, DC 20013-7127. To apply for a winter seasonal position, submit a completed application between June 1 and (postmarked by) July 15 to the regional office or park area where you would like to work.

**Recreation Aid/Assistant (Lifeguard)**  
Grades: GS-3 through GS-6

**Duties**  
Guards and manages beach and swimming areas and performs lifesaving and rescue work as needed for persons in rivers, lakes, and oceans. Positions are available at national recreation areas, seashores, and lakeshores, including: Assateague Island, Cape Cod, Cape Hatteras, Chickasaw, Coulee Dam, Delaware Water Gap, Fire Island, Gateway, Golden Gate, Gulf Islands, Lake Mead, Padre Island, Pictured Rocks, Point Reyes, and Sleeping Bear Dunes.

**Qualifications**  
*For GS-3:* One year of general experience that has provided a familiarity with the routines and procedures followed in one or more of the various types of work situations. Such situations have involved simple clerical, supply, or other work that has enabled the applicant to demonstrate alertness, reliability, and an ability to deal with others.  
*For GS-4:* Must meet requirements of GS-3 level and demonstrate possession of one year of appropriate recreation experience.  
*For GS-5 and GS-6:* For each grade above the GS-4 level, in addition to the general requirement for GS-3 level, one year of appropriate recreational experience is required. In addition, one year of that experience must have been at a level of difficulty and responsibility comparable to that of the next lower grade level in the Federal Service. For all grade levels, the applicant's record must show that his or her experience has provided the ability to perform work at the level of the position to be filled.

**Additional Requirements:** Must be at least 18 years old and possess a current American Red Cross Certificate in Standard First Aid, a current Red Cross Life Saver's Certificate, or a Water Safety Instructor's Certificate. (Some seasonal park rangers perform lifesaving and rescue work as part of their overall duties, too. In these cases, applicants must meet the lifesaving and rescue qualifications required for seasonal lifeguard applicants.) Passing a performance test may also be necessary.

**How to Apply**  
Contact any National Park Service regional office between September 1 and January 15. Regional offices will send required forms and instructions.

**Architectural Technician**  
Grades: GS-4, GS-5

**Duties**  
Assists professional architectural staff in graphically documenting historic sites, structures, and technologies. Positions are located in Washington, D.C., and other sites throughout the country.

**Qualifications**  
*For GS-4:* Two years of college study that includes 18 semester hours in architecture; or two years of general experience, including six months of specialized experience.  
*For GS-5:* Successful completion of a full five-year course of study at a college or university, leading to a bachelor's degree, with major study in architecture; or five years of experience.

**How to Apply**  
Contact Summer Program Administrator, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127. Submit completed applications between January 1 and March 9.

**Historian**  
Grades: GS-5, GS-7

**Duties**  
Produces historical reports on specific sites and structures using primary and secondary sources. Researches, edits, and arranges historical data and photographic records. Positions are in Washington, D.C., and several regional offices.

**Qualifications**  
*For GS-5:* Completion of course work for a bachelor's degree in American Civilization, technological history, material culture, and/or historic preservation with one semester in architectural history.  
*For GS-7:* Must be currently working toward a master's or doctoral degree in history.

**How to Apply**  
See: "Architectural Technician".

**Clerical**  
Grades: GS-1, GS-2, GS-3, GS-4

**Duties**  
Performs duties of receptionist, administrative clerk, clerk-typist, and office machine operator. Most job opportunities are at National Park Service headquarters in Washington, D.C., but the number of positions is small. A few opportunities exist in parks and regional offices.

**Qualifications**  
*For GS-1:* No education or experience required.  
*For GS-2:* High school graduate; or six months of experience.  
*For GS-3:* One year of college; or one year of experience.  
*For GS-4:* Two years of college; or two years of experience.

**How to Apply**  
Submit a completed application Form SF-171 directly to the regional office or park office where you want to work. Applications are accepted according to the filing dates specified in the Office of Personnel Management's Summer Job Announcement No. 414. Typists and stenographers may provide proof that they have the required skills by submitting, with the application, a certificate of proficiency based on a performance test administered by a public, parochial, or proprietary accredited private high school; a college or junior college; a school approved by the Veterans Administration for educating veterans and their dependents; or a state or local employment service office. There is no written test for summer clerical jobs.

**Laborer**  
Grades: WG-2, WG-3

**Duties**  
Performs unskilled outdoor work on trails and for forestry programs and does a variety of other park maintenance activities and similar work in which physical labor must be performed. Most positions are available in the summer season. Wages are paid on an hourly basis according to prevailing wage rates.

**Qualifications**  
*For WG-2, WG-3:* Excellent physical condition and the ability to perform the duties of the job.

**How to Apply**  
Contact the regional office in the geographic area in which you want to work for an application and filing procedures.

**Skilled Trades and Crafts**  
Grades: WG-4 and above

**Duties**  
Performs skilled and semi-skilled trades, including work of carpenter, mechanic, axeman, sawyer (woodworker), trail maintenance worker, motor vehicle operator, and other positions. Wages are paid on an hourly basis according to local prevailing wage rates.

**Qualifications**  
*For WG-4 and above:* Helper or journeyman-level proficiency usually required.

**How to Apply**  
Contact the area where you would like to work for application forms and filing procedures.

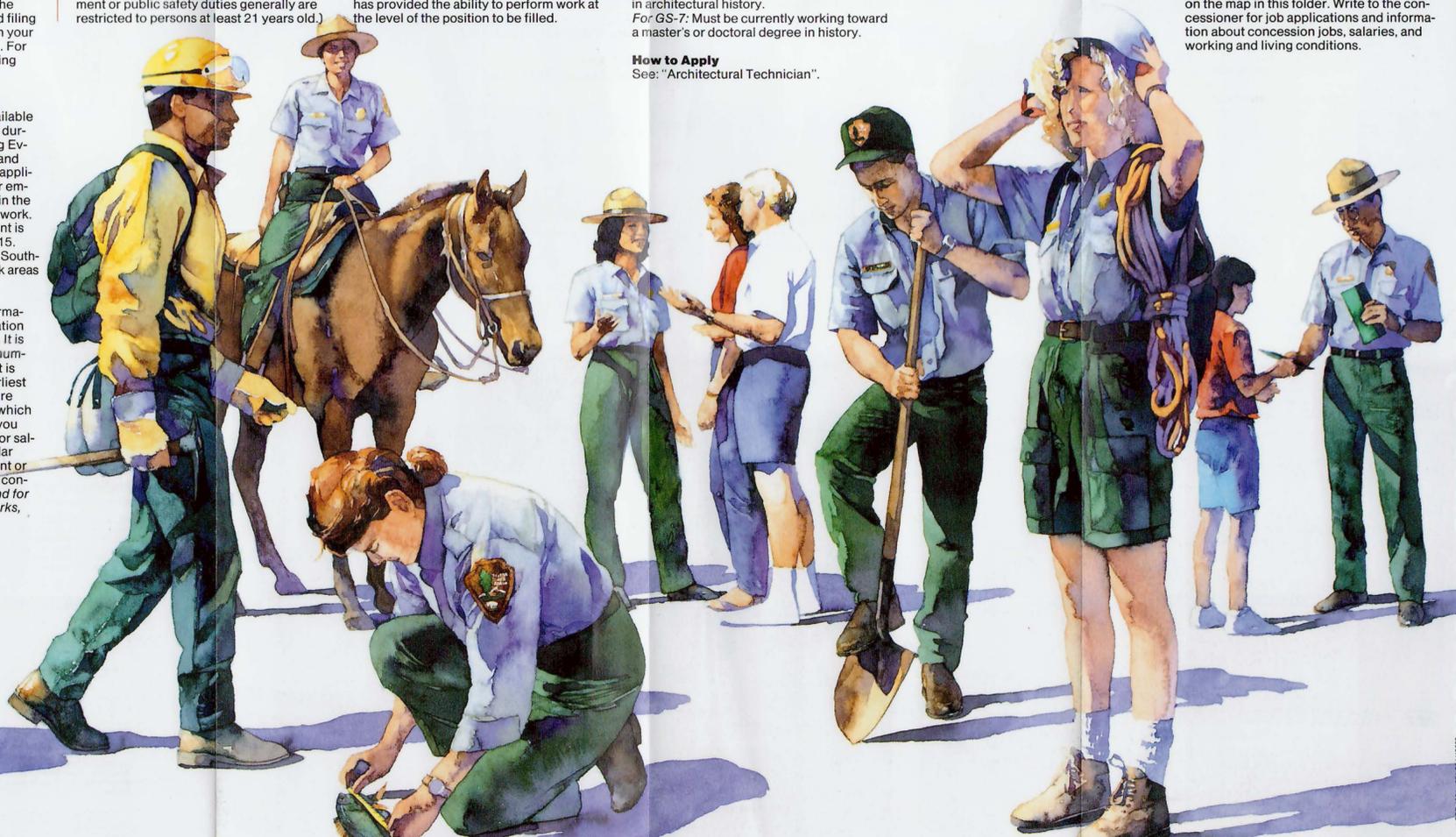
**Forestry Technician**  
Grades: GS-3 through GS-7

**Duties**  
Serves as firefighter on Interagency Hot-shot Fire Crews, which are hired by the National Park Service, Branch of Fire Management, Boise Interagency Fire Center in Boise, Idaho. Crews are stationed in various park areas throughout the country.

**How to Apply**  
Contact National Park Service, Branch of Fire Management, 3056 Elder Street, Suite A, Boise, ID 83705 for application, filing instructions, and qualification requirements.

## Other Employment Opportunities

Hotels, lodges, restaurants, stores, transportation services, marinas, and many other visitor facilities in National Park System areas are operated by private companies and individuals called park concessioners who recruit and hire their own employees. These are not Federal Government positions. Concessioners usually pay the minimum wage set by the state in which their operation is located. Although some pay a small bonus at the end of the season, they do not pay or make arrangements for travel to and from the parks. Contact the National Park Service regional office that covers the geographic area in which you want to work or the park itself for names and addresses of concessioners. Regional offices are shown on the map in this folder. Write to the concessioner for job applications and information about concession jobs, salaries, and working and living conditions.



# National Park System

## National Park Service Regional Offices

**WESTERN** National Park Service Region  
**DENVER** Regional Office

**Alaska Region**  
National Park Service  
2525 Gambell Street  
Anchorage, AK 99503  
Phone: (907) 257-2574

**Pacific Northwest Region**  
National Park Service  
83 South King Street  
Suite 212  
Seattle, WA 98104  
Phone: (206) 442-4409

**Western Region**  
National Park Service  
600 Harrison Street  
Suite 600  
San Francisco, CA 94107  
Phone: (415) 744-3888

**Rocky Mountain Region**  
National Park Service  
12795 West Alameda  
Parkway  
P.O. Box 25287  
Denver, CO 80225  
Phone: (303) 969-2777

**Southwest Region**  
National Park Service  
P.O. Box 728  
Santa Fe, NM 87501  
Phone: (505) 989-6641

**Midwest Region**  
National Park Service  
1709 Jackson Street  
Omaha, NE 68102  
Phone: (402) 221-3456

**Southeast Region**  
National Park Service  
Richard B. Russell  
Federal Building  
75 Spring Street, SW  
Atlanta, GA 30303  
Phone: (404) 331-5711

**Mid-Atlantic Region**  
National Park Service  
143 South Third Street  
Philadelphia, PA 19106  
Phone: (215) 597-7074  
parks indicated by a . contact National Capital Region.

**National Capital Region**  
National Park Service  
1100 Ohio Drive, SW  
Washington, DC 20242  
Phone: (202) 619-7224

**North Atlantic Region**  
National Park Service  
15 State Street  
Boston, MA 02109  
Phone: (617) 223-5107

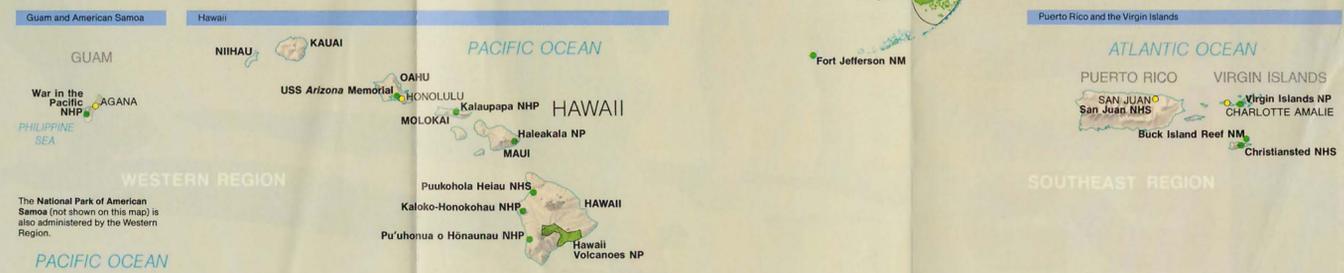
**New Areas**  
Ulysses S. Grant National Historic Site, Missouri, was created on October 2, 1989; **Petroglyph National Monument**, New Mexico, on June 27, 1990; and **Weir Farm National Historic Site**, Connecticut, on November 2, 1990. These areas are not shown on this map. For further information write to the appropriate regional office.



## National Park System Areas

All park areas are shown in GREEN.

- NB National Battlefield
- NBS National Battlefield Site
- NBP National Battlefield Park
- NHP National Historical Park
- NHS National Historic Site
- NL National Lakeshore
- NM National Monument
- NMEM National Memorial
- NMP National Military Park
- NPH National Preserve
- NPR National Preserve
- NR National River or Riverway
- NRA National Recreation Area
- NS National Seashore
- NSR National Scenic River or Riverway
- PKWY Parkway



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North  
Scale for all areas except Alaska.  
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0 100 Miles 200