

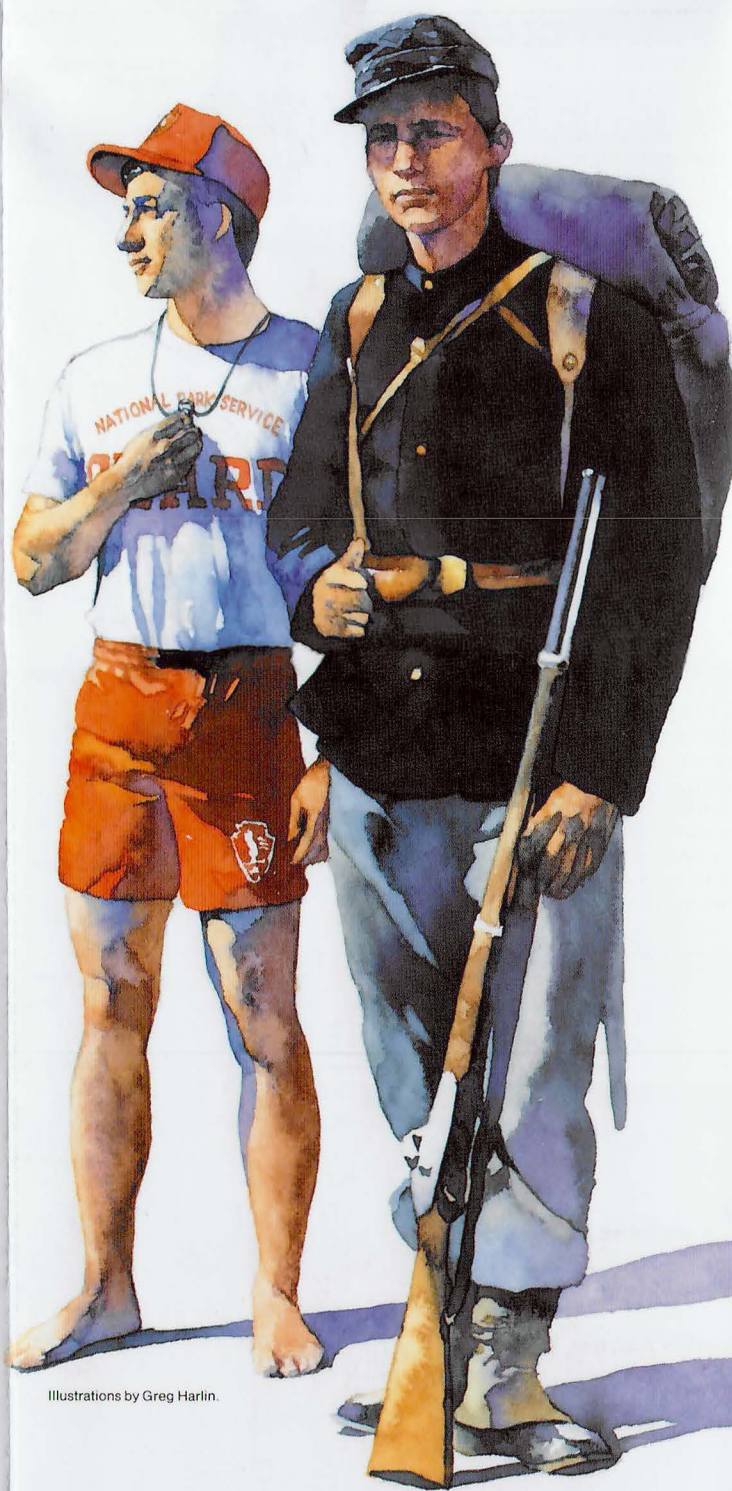
SEASONAL EMPLOYMENT

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, for Park Ranger positions, it is essential that you indicate: 1) your earliest reporting date and your latest departure date; 2) the 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 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 similar work experience. Successful completion of one academic year (45 quarter hours) of college may be substituted for experience requirements if the coursework included nine quarter 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 six months of specialized experience; or one season (at least 90 days) as a seasonal Park Ranger, GS-3. Successful completion of two academic years (90 quarter hours) of college may be substituted for experience requirements if the coursework included 16 quarter 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 18 years of age or 16, if high school graduate, to receive consideration for employment. (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 hold 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 in their overall duties. In these cases, applicants must meet the lifesaving and rescue qualifications required for seasonal lifeguard applicants.) Passing a performance test may be required.

How to Apply

Contact any National Park Service regional office between September 1 and January 15 for forms and instructions.

Architecture and Landscape Arch. Tech.

Grades: GS-4, GS-5

Duties Produce drawings of structures of historical, architectural, landscape, engineering, industrial, and maritime significance. Positions occur in various areas of the United States.

Qualifications

For GS-4: Must have completed at least two years in an accredited program that includes at least 18 semester hours in architecture/landscape architecture. *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/landscape architecture.

How to Apply

Contact Summer Program Administrator, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127. Must submit a personal qualifications statement (SF-171), letter of recommendation from a faculty member or employer familiar with your work, and sample indicating drafting ability (copies of sketches, lettering, and precision drafting).

Architect/Landscape Architecture

Grades: GS-5 and above

Duties See duties under Architecture and Landscape Architecture Technicians. Also provides technical assistance to technicians preparing field notes and developing and editing measured drawings.

Qualifications

For GS-5 and above: Must as a minimum have a B.A. or B.S. in architecture or landscape architecture, with at least one course in architectural or landscape history. *For GS-7 and above:* Should currently be working toward a master's or doctoral degree in a subject matter area listed above.

How to Apply

See: Architecture and Landscape Architecture Technicians

Historian

Grades: GS-5, GS-7 and above

Duties Conducts research using primary and secondary sources to produce inventories and reports on specific sites, structures, or technical processes. Positions occur in various areas of the United States.

Qualifications

A graduate degree in architectural history, history of technology, American civilization, historic preservation, or a related field is preferred; a B.A. is required.

How to Apply

Contact Summer Program Administrator, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127. Must submit a personal qualifications statement (SF-171), letter of recommendation from a faculty member or employer familiar with your work, and a paper demonstrating primary research in architectural history, landscape architectural history, history of technology, or a paper focusing on an aspect of the built environment.

Clerical

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

Duties Performs duties of receptionist, administrative clerk, clerk-typist, and data entry. Jobs are limited. Most are at NPS Headquarters in Washington, D.C. A few are in parks, regional, and field offices.

Qualifications

For GS-1: No education or experience required. *For GS-2:* High school graduate; or three months of experience. *For GS-3:* One year of college, or six months of experience. *For GS-4:* Two years of college, or one year of experience. For typing positions applicants must be able to type 40 words per minute.

How to Apply

Submit a completed application Form SF-171 directly to the Headquarters office or the regional or park office where you want to work. Applications are accepted in accordance with the filing dates specified in the Office of Personnel Management's Summer Job Announcement No. 414. 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; other park maintenance activities; and similar work in which physical labor must be performed. Most positions occur 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 ability to perform the job's duties.

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 work: 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

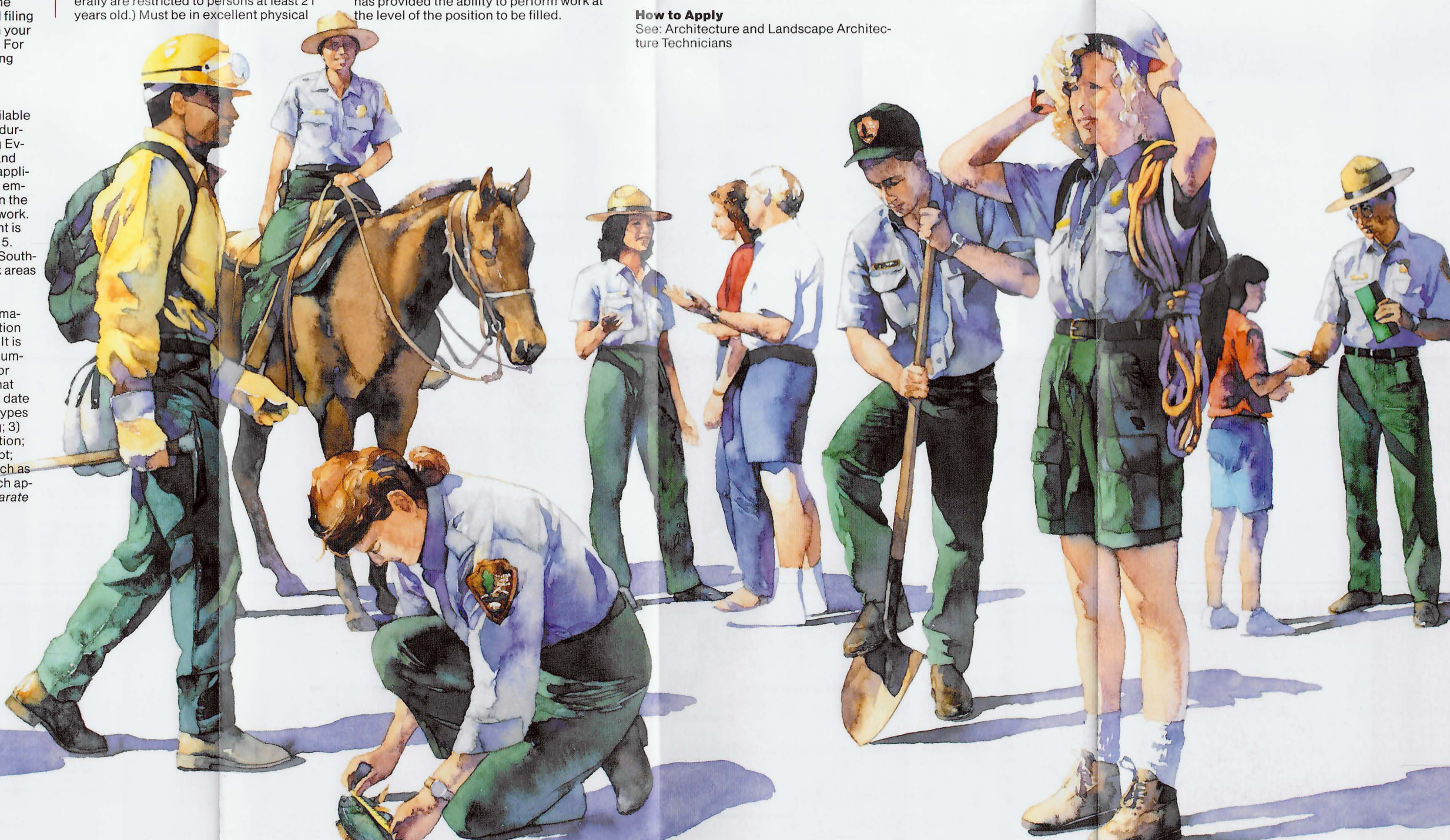
For WG-4 and above: Helper or journeyman-level proficiency usually required.

How to Apply

Contact the area you want to work in for application forms and procedures.

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 covering where you want to work or the park itself—see map on back—for names and addresses of concessioners. Write to the concessioner for 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
Seattle, WA 98104
Phone: (206) 553-4409

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

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

Southwest Region
National Park Service
P.O. Box 725
Santa Fe, NM 87501
Phone: (505) 988-6076

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

Southeast Region
National Park Service
Federal Building
Richard B. Russell
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) 597-4971
parks indicated by ▲
contact National Capital
Region.

National Capital Region
National Park Service
1100 Ohio Drive, SW
Washington, DC 20242
Phone: (202) 619-7256

North Atlantic Region
National Park Service
15 State Street
Boston, MA 02109
Phone: (617) 223-5101



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
- NP National Park
- NPRES National Preserve
- NR National River or Riverway
- NRA National Recreation Area
- NS National Seashore
- NSR National Scenic River or Riverway
- PKWY Parkway

