

Required Training

Check all the apply to this position

| | |
|---|---|
| ★ | IT Security Training, QuickTime, General USFWS Overview |
| | Bear Safety |
| | Firearms |
| | Boat Safety and Operation |
| | Aircraft Safety(required for travel in government float planes |
| x | CPR and wilderness first aid |
| | ATV Training |
| x | Site/Job Specific (please describe): EXAMPLES: Interpretation principles, natural history. |

Intern Position Description

Visitor Center Assistant

GS-02, 03, 04, 05 – depends on qualifications

Position Title

GS or WG and what level?

DUTIES

Please note the duties the intern will be performing

EXAMPLE: As a **Visitor Center Assistant** you will:

- Assist with special programs/events and staffing the information desk
- May be involved in a mix of one or more of the following during the season: leading nature or bird walks, leading intertidal walks, developing and conducting evening programs
- Assist the book store manger with running the bookstore, processing orders, and other bookkeeping
- Work with volunteers and staff on light trail, grounds, and building maintenance

EDUCATION LEVEL, SKILL, INTERESTS

Please note specific skills, competencies, interests, classes selected, or other qualifications that would be useful for an intern to have in order to make a significant contribution on this project.

Seeking enthusiastic folks who enjoy working with people, learning about wildlife, and creating opportunities for visitors to connect to the resources of the refuge. The Visitor Center staff is made up of staff and volunteers, with varying ages and backgrounds and all are expected to work closely together to create a positive, hardworking, enjoyable workplace. The successful applicant should be able to function in an environment that demands multi-tasking while continuing to provide good customer service.

WORK CONDITIONS, CLOTHING GEAR

Describe the work conditions (hours, dress code, environment/setting) and appropriate clothing/gear that the prospective intern should be aware of

The intern will be expected to work 40 hours per week and wear a uniform. They should bring their own rain gear (jacket and pants). It is also recommended that the intern bring clothes, such that he/she can dress in layers. The temperature in Alaska from May to August ranges from 35 – 70 degrees (F) and weather can change dramatically within a day, with changes in altitude and across the state. Thus, the ability to add and remove clothes based on weather conditions is important. There are places to buy outdoor gear in Anchorage and in Homer.

Cotton clothing is not recommended for leading groups in the field, but is fine for inside-based duties. Cotton gets wet and if it is next to the skin can rapidly remove warmth from the body. Synthetic fibers such as polypropylene, capilene, polar fleece, etc. are preferred. Wool is a good natural fiber as it keeps its “warmth” even when wet.

Also, the intern should bring, gloves, a warm hat, a baseball cap, sunglasses, hiking boots, comfortable loose clothing for personal trips in the outdoors. A calling card or cell phone.

FWS to Provide: Uniform, jacket, binoculars, or other equipment needed to lead programs or hikes.