

Alaska U.S. Fish & Wildlife Service
2012 Student Employment Program
Intern Request Form

Please Complete all information listed in BLUE

Kodiak National Wildlife Refuge

FWS Office

402 Center Avenue Kodiak AK 99615

Address City State Zip

Hans Klausner Visitor Services Manager (907) 487-0248 Hans_Klausner@fws.gov

FWS Project Leader Phone Email

Ava Kahn Visitor Center Manager (907)487-0282 Ava_Kahn@fws.gov

Intern Supervisor (if different) Title Phone Email

May 7, 2012 Kodiak, Alaska

Start Date for internship Location of Internship

Housing/Travel

No

Does the internship location require the intern to have his own vehicle to get to work?

None

What kind of public transportation is available in the area?

Yes

Will you or another FWS staff be able to pick up the intern at the airport if needed?

ADQ Kodiak, Alaska

Nearest airport to the internship location

Yes

Will your office be able to provide housing for your intern?

Housing Description:

Housing will be either in the USFWS bunkhouse or in a rental house in the community of Kodiak. Beds, bedding, cookware, furniture are provided.

Required Training

Check all the apply to this position

★	IT Security Training, QuickTime, General USFWS Overview- provided by FWS
★	Bear Safety –provided by FWS
	Firearms
	Boat Safety and Operation
	Aircraft Safety(required for travel in government float planes- provided by FWS
★	CPR and wilderness first aid – provided by FWS
	ATV Training
	Site/Job Specific (please describe): EXAMPLES:

Intern Position Description

Park Ranger (Visitor Center/Interpretation)

GS 4-5

Position Title

GS or WG and what level?

DUTIES

As an Interpretive Park Ranger at the Kodiak Refuge Visitor Center, you will work directly with the public providing front-country customer service and assistance to visitors at the Refuge Visitor Center information desk and prepare and present educational and interpretive programs at the Kodiak Refuge Visitor Center.

As an Interpretive Park Ranger in the Visitor Center some of your duties will be to:

- Prepare and present a variety of interpretive and educational programs for the Kodiak National Wildlife Refuge for both children and adults.
- Staff the information desk at the Kodiak Refuge Visitor Center including responding to the needs and questions of visitors, answering desk telephone and providing information to visitors about the Refuge and Kodiak in general.
- Conduct on and off-site environmental education and/or interpretive programs for a variety of audiences.
- Assist with the revision or creation of interpretive and educational materials such as flyers for upcoming programs as well as brochures, handouts, and exhibits.
- Maintain stock of brochures, handouts, and educational materials and supplies.
- Conduct various methods of publicizing events and programs such as contacting local media (radio, newspaper, etc.) and utilizing a variety of social media tools such as Facebook, emailing list serves, etc. to promote and advertise programs.
- Post event flyers within in the Kodiak community to promote and advertise programs.
- Operate a computerized cash register to make sales for the Alaska Geographic bookstore within the Kodiak Refuge Visitor Center.
- Open and close the Refuge Visitor Center and Alaska Geographic bookstore.
- Maintain a neat and orderly appearance at the information desk and throughout the Visitor Center and assist the custodian in keeping the Visitor Center clean and stocked with supplies.
- Assist staff and perform other duties as needed and assigned.

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.

Requirements for this position:

- Valid Driver's License
- Willing to work in a temporary seasonal position not-to-exceed 1,039 hours.
- Wearing an official U.S. Fish and Wildlife Service uniform.
- Willing to work weekends, some holidays and if necessary occasional evenings or longer days.
- Pass a background check.
- Willing and able to speak publicly and give presentations in front of children and adults of all ages.
- Interest in working daily with young children, families, adults and the visiting public at the Refuge VC.
- Interest and willingness to work much of the time in an indoor setting.
- Willing to work and live in an island community (Kodiak) that is only accessible to the mainland by airplane or ferry/boats.
- The position requires an ability to work both independently and as part of a team. A successful Park Ranger will be friendly and courteous in a variety of settings.

Desired Skills and background:

- Education or background in environmental studies, biology, ecology or other relevant field of study.
 - Experience working as a park guide or tour leader in park, recreation or conservation areas.
 - Knowledge of interpretive concepts and a variety of media to convey effective interpretive messages to the public.
 - Knowledge of public outreach and communication tools and techniques.
 - Ability to use environmental education concepts to educate children and adults about refuge resources.
 - Knowledge of retail sales and money handling.
 - Experience or skills in using Adobe InDesign or Microsoft Publisher.
-

WORK CONDITIONS, CLOTHING GEAR

Kodiak is a maritime climate in the state of Alaska and received around 66" of rain annually. Temperatures are commonly in the low 60's for a summer time high. Rain gear and layers for warmth are necessary.

The Park Ranger will be expected to work 40 hours per week. The position requires wearing a USFWS uniform and the Park Ranger will be expected to properly and professionally wear the uniform and maintain a clean personal appearance at all times while on duty. A uniform allowance will be provided.

The majority of the work occurs inside of the Refuge Visitor Center. Information desk staffing will include sitting and/or standing at a counter-height desk and providing Refuge and Kodiak information to visitors for at least 4 hours per day (or at least 50% of the 40 hour work week).

To apply: Send a cover letter and resume to Ava Kahn at Ava_Kahn@fws.gov with the subject "Park Ranger (Visitor Center)". Selected applicant will be required to provide transcripts and a letter from their school documenting their Fall 2012 student status prior to hire.