

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

Please Complete all information listed in BLUE

Yukon Delta National Wildlife Refuge

FWS Office

Box 346 Bethel AK 99559

Address City State Zip

Kristine Sowl (907)-543-1027 kristine_sowl@fws.gov

FWS Project Leader Phone Email

Kristine Sowl Acting Supervisory Biologist (907)-543-1027 kristine_sowl@fws.gov

Intern Supervisor (if different) Title Phone Email

June 4, 2012 Bethel, Alaska

Start Date for internship Location of Internship

Housing/Travel

Yes

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

Bethel Public Transit System

What kind of public transportation is available in the area?

No

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

BET - Bethel

Nearest airport to the internship location

No

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

Housing Description:

N/A

Required Training

Check all the apply to this position

★	IT Security Training, QuickTime, General USFWS Overview
	Bear Safety
	Firearms
	Boat Safety and Operation
X	Aircraft Safety(required for travel in government float planes
	CPR and wilderness first aid
	ATV Training
X	Site/Job Specific (please describe): EXAMPLES: Assisting in light maintenance duties, procedures for logistical operations

Intern Position Description

Expediter (Materials Handler)

WG-6907-04

Position Title

GS or WG and what level?

DUTIES

Please note the duties the intern will be performing

As an **Expediter** you will:

- Maintain daily radio contact with remote field camps for the purpose of documenting weather conditions, messages, and supply lists.
- Relay information from field camps to appropriate office personnel.
- Fill resupply needs of field crews, and prepare shipments for camps.
- Assist biologists and biological technicians in mobilizing and transporting field equipment, supplies, and people, as well as cleaning and putting equipment away when projects are completed.
- Assist pilots in securing, transporting, launching, and loading float planes.
- Maintain an inventory list of property and materials in the warehouse.
- Clean and refuel refuge vehicles regularly.
- Operates automobile or light truck, snow machine, or all-terrain vehicle to perform logistics duties.
- Charge items to government Blanket Purchase Agreements and complete Acquisition Requests.
- Performs low-skilled maintenance duties such as moving supplies or equipment, cleaning equipment and buildings, or in other ways providing assistance to the station's maintenance worker.
- Receive freight and heavy equipment from air cargo and barge companies. Deliver Government Bill of Lading.

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.

This position requires **greater maturity** and **emotional resources** than typical office-based positions. A certain degree of manual skill is required to operate motor vehicles, boats, and hand tools such as chain saws, hatchets, saws, and hand tampers. The position requires knowledge of local methods of travel, communication, and transportation corridors on the Yukon-Kuskokwim Delta to assist with logistics in support of field activities. The position requires knowledge of the Yukon-Kuskokwim Delta and Yup'ik culture. Knowledge of local customs and traditions is necessary to effectively interact with rural residents and local employees of this region. An ability to interact diplomatically with both Yup'ik and Western cultures is necessary to accomplish duties.

Must be familiar with outdoor equipment such as tents, rafts, camp stoves, and other items in order to clean, repair, and store this equipment. Must have oral and written communication skills sufficient to respond clearly to requests for information or logistical assistance.

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 more than 40 hours per week. There is no uniform requirement. The intern should bring appropriate field clothes that they are comfortable getting dirty and can stand up to the rigors of harsh treatment. They should bring their own rain gear (jacket and pants), hiking boots, and warm clothes. It is best to dress in layers and use synthetic fibers such as polypropylene, capilene, or polar fleece, etc. are preferred. Wool is a good natural fiber as it keeps its "warmth" even when wet. The temperature in Alaska from May to August ranges from 20–85 degrees (F) and weather can change dramatically within a day. Thus, the ability to add and remove clothes based on weather conditions is important.

Work can involve long days, time-sensitive activities, and strenuous working conditions. The work will often be outdoors, occasionally in bad weather, involving exposure to temperature extremes. Indoor working conditions may be dirty and dusty. Work may be performed in remote field camps where living conditions are primitive. Employee may be exposed to long periods of high noise from power equipment. He/she will be required to wear appropriate protective equipment (safety glasses, hearing protection, or hard hats).