

Alaska U.S. Fish & Wildlife Service
2011 Student Employment Program
Intern Request Form

Please Complete all information listed in BLUE

Kenai National Wildlife Refuge

FWS Office

PO Box 2139

Soldotna

AK

99669

Address

City

State

Zip

Andy Loranger

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FWS Project Leader

Phone

Email

Janet Schmidt Visitor Services Supervisors

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Janet_Schmidt@fws.gov

Intern Supervisor (if different)

Title

Phone

Email

May 10, 2011 to August 26, 2011

Soldotna, 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?

NONE

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?

ENA-Kenai

Nearest airport to the internship location

No

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

Housing Description:

Government housing (for rent) may or may not be available. If available intern will share trailer with a private or shared room, communal shared kitchen, showers, and commons.

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
★	CPR and wilderness first aid
	ATV Training
★	Site/Job Specific (please describe): Training in fee collection and campground patrol responsibilities, visitor center staffing and customer service are provided.

Intern Position Description

Park Ranger- Visitor Service

GS 025-03/04/05

Position Title

GS or WG and what level?

DUTIES

Please note the duties the intern will be performing

As a **Park Ranger- Visitor Services** you will:

- 1) Provide information to Refuge visitors regarding outdoor recreation opportunities, visitor safety, and resource protection. Information services include helping the public in the Refuge Visitor Center, Visitor Contact Station and one-on-one contacts in campgrounds and on hiking trails.
- 2) Acts as primary visitor services program field contact at the Kenai/Russian River Access Area and Ferry.
- 3) Perform field patrols by vehicle and on foot to assess conditions of campgrounds and trails to assist visitors. Maintains patrol logs and field notes regarding visitor comments, campground conditions, trail conditions, maintenance needs and wildlife sightings.
- 4) Handle housekeeping and maintenance duties for facilities, restrooms, grounds, and signs and assist maintenance staff in more complex maintenance projects.
- 5) Assist other refuge employees, concession permit holders, and campground hosts in campground operations, housekeeping, and special projects.

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 an ability to **work both independently** and **as part of a team**. A successful Park Ranger-Visitor Service will be **friendly and courteous**, in a variety of office and field conditions. STEP interns will staff information desks both at our busy headquarters visitor center and at a remote contact station as well as complete a vehicle patrol independently while staying on schedule. **Experience** doing **simple record keeping** and/or archiving is preferable. Interns will be required to possess skill and **experience operating motor vehicles and hand tools**. Competency using computers is also a plus.

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. The position requires wearing a uniform and the intern will be expected to keep their uniform in good working condition, maintain a clean personal appearance at all times while on duty and quickly replace uniform components that are damaged in the field.

Field patrols will include tasks that are dirty and must be completed in a variety of weather conditions. The temperature in Alaska from May to August ranges from 35 – 70 degrees (F) and weather can change dramatically within a day. Thus, the ability to add and remove clothes based on weather conditions is important. Safety gear will be provided as necessary, and training will be provided before the intern is assigned to each task.

Working all day at Russian River will include standing or hiking all day in the immediate area of the Russian river ferry a minimum of 6 hours a day. There will be periods of intense activity when the intern will be asked to support other Refuge staff with answering visitor questions while responding to the needs and questions of visitors, sport fisherman, volunteers and fellow employees.

A uniform allowance will be provided for the intern to purchase the needed components and a variety of uniform pieces are also available in a shared uniform closet.