

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

Tetlin Refuge

FWS Office

P.O. Box 779

Tok

AK

99780

Address

City

State

Zip

Ryan Mollnow

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FWS Project Leader

Phone

Email

Heather Johnson

Supervisory Park Ranger (907)-883-9417

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Intern Supervisor (if different)

Title

Phone

Email

May 7, 2012

Northway, AK

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?

Fairbanks

Nearest airport to the internship location

Yes

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

Housing Description:

Facility built in 2009 located near the Northway Junction of the Alaska Highway Milepost 1264 - Co-ed, possible shared sleeping in individual cabin, shared bunkhouse with kitchen, laundry, office, phone, and internet but no cell phone coverage in area. Closest town with amenities is Tok which is 50 miles from Northway Junction.

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): EXAMPLES: Operation of Visitor Center and campground facilities; Principles of customer service, interpretation and cross cultural communication.

Intern Position Description

Park Ranger

GS-04 or 05

Position Title

GS or WG and what level?

DUTIES

Please note the duties the intern will be performing

As a **Park Ranger** you will:

1. Conducts daily operations and maintenance of the refuge Visitor Center, campgrounds, trails and other visitor facilities. Helps oversee and trains other staff in visitor center operations. Monitors and reports on daily work projects.
2. Greet visitors and provides helpful information on recreational opportunities and public use regulations at Tetlin Refuge, as well as information on other Alaska refuges, the U.S. Fish and Wildlife Service and statewide visitor facilities. Uses all available resources to answer visitors' questions.
3. Develops and presents interpretive programs on the animals and plant resources of the refuge, local wildlife occurrences, and management programs associated with refuge resources. Help oversee and train other staff with interpretive programs.
4. Keeps accurate records and summarizes data in monthly reports on attendance, programs and visitor feedback. Conducts book sales and assists with book inventory and stocking. Trains other staff in book sales operation and record keeping.

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.

Knowledge and experience in Alaska is most desired since the person will be primarily working in the capacity of sharing information on Alaska with visitors.

Is knowledgeable on a wide range of concepts, principles, and practices of visitor services management. Can assist in the planning, organizing and implementing interpretive, educational and wildlife oriented recreation activities.

Possesses strong writing and oral presentation skills. Must be engaging and interactive with people.

Is familiar with the mission and objectives of the U.S. Fish and Wildlife Service, the National Wildlife Refuge System and Tetlin Refuge.

Has general knowledge of natural resource management and conservation and their application to visitor management.

Is knowledgeable of public outreach and communications tools and techniques to identify audiences and messages.

Has experience with a diverse range of outdoor facilities such as trails, visitor centers, campgrounds, wayside exhibits and their maintenance, in order to provide safe, wildlife-dependent recreation opportunities to visitors.

Can work as an effective team player in the operation and maintenance of refuge visitor service facilities.

Has the ability to operate passenger vehicles and light trucks.

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 will be required to wear the official FWS uniform which will be provided by the Service. Work and housing are in remote locations. Intern will work in both indoor and outdoor settings. Physical exertion requirements for job include walking several miles over uneven terrain; bending, crouching, stooping, stretching, reaching, and lifting (maximum of 40 lbs.) or similar activities. The work requires average agility and dexterity. Will be required to do extensive highway driving between work and housing locations in government truck.

Individual should bring personal gear for varying weather and outdoor conditions – rain, bugs, hot and cold. It is recommended to bring clothes to dress in layers. The temperature in Interior Alaska from April to September ranges from 25 – 85 degrees (F).